



## **2027 Grant Guidelines**

Congressional Office for International Leadership  
Open World Program

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## CONGRESSIONAL OFFICE FOR INTERNATIONAL LEADERSHIP

### **OPEN WORLD PROGRAM CONGRESSIONAL OFFICE FOR INTERNATIONAL LEADERSHIP**

#### **2027 GRANT GUIDELINES**

#### **Introduction**

The Congressional Office for International Leadership (COIL) is a legislative branch agency that supports the U.S. Congress by hosting international visitors on the Open World program.

#### **Mission Statement**

COIL engages Members of Congress and their constituents in congressional and citizen diplomacy with political and civic leaders from around the globe. COIL achieves this through the Open World program, a ten-day professional exchange dedicated to strengthening mutual understanding and sharing best practices in accountable governance, the private sector, the rule of law, and civil society.

#### **Open World Program**

The Open World program is a ten-day professional exchange built on the foundational values of authentic communication and immersive cultural experiences. The program begins in Washington DC, where participants get acquainted with American federalism, culture, and leadership. Participants engage with Members of Congress and their staff to discuss common challenges and participate in unfiltered dialogue. Traveling to communities across the United States, participants then meet with their professional counterparts to share expertise and establish lasting partnerships. During the program, participants stay with host families, giving them an intimate view of American life. The program allows American leaders and their counterparts from participating countries to engage constructively with one another in a manner that complements the U.S. Congress's legislative diplomacy efforts on a wide array of timely issues.

#### **History**

Congress founded the COIL in 1999 as the Center for Russian Leadership Development under the leadership of then-Librarian of Congress James H. Billington. Through a coalition of congressional, embassy, and NGO allies, the Open World program invited more than 2,500 Russians to American communities in its inaugural year. Soon, Congress approved the expansion of the Open World program to the 11 other former Soviet republics and Estonia, Latvia, and Lithuania. In response, the Board of Trustees reorganized the Center for Russian Leadership Development into the Open World Leadership Center in 2003 to reflect the broader geographic scope of the agency. Early on, these

programs emphasized accountable governance, rule of law, and free markets as the bases for an exchange of ideas between program participants and Americans, but programming evolved over time to include contemporary technology, and a whole range of public-private initiatives.

After a name change in 2021 that better reflects its service to Congress, COIL remains the only exchange program of the legislative branch. Since 1999, COIL has brought more than 32,000 delegates to the United States and built a network of over 9,000 host families in nearly 2,100 communities throughout the United States.

Following the unprovoked Russian invasion of Ukraine on February 24, 2022, COIL has indefinitely suspended its Russia programming. In its place, COIL has emphasized Ukrainian programming in support of the war effort on themes such as medical/polytrauma practices, veterans' issues and re-integration, and helping to rebuild the country during and after Russia's war of aggression against Ukraine. Additionally, COIL began a program of "helping the helpers" of Ukrainian refugees and those countries bordering Russia. The program was initiated in Moldova, Poland, and Romania and expanded its programming in the Baltics. Most of these programs will end in the 2027 programming year. COIL has also truly gone global with the start of its Indo-Pacific programming in 2022 at the behest of Congress. COIL continues to serve Congress and the American people through the Open World program's facilitation of congressional and citizen diplomacy.

## **2027 Open World Program**

COIL will bring leaders from around the globe to the United States on the Open World program and strive to foster lasting ties and greater security that result in ongoing cooperation and collaboration. This solicitation seeks proposals to host participants in calendar year (CY) 2027 from the following countries: Armenia, Azerbaijan, Belarus, Bulgaria, Fiji, Georgia, Hungary, Indonesia, Kazakhstan, Kosovo, Kyrgyzstan, Moldova, Mongolia, North Macedonia, Papua New Guinea, Serbia, Solomon Islands, Tajikistan, Ukraine, Uzbekistan, Vanuatu and Vietnam. COIL will also hold regional delegations from the Balkans, Baltics, Central Asia, and the Caucasus.

COIL will give greater weight to those 2027 hosting proposals that (a) give participants significant exposure to federal, state, county, and local legislators; the structure and functions of legislatures; and the legislative process; (b) include planned meeting(s) with relevant Members of Congress and their staff; (c) are likely to produce new partnerships or further existing ones; (d) include specific follow-on project activities and significant projected results, such as plans for substantive future reverse travel;<sup>1</sup> (e) include collaborative programming with American young professional organizations; and (f) provide for significant cost-sharing of program expenses. Some hosting proposals will be judged specifically for their ability to program as described in (a) above, especially in a state capital when the state legislature is in session.

Overall, the Open World program focuses on developing an international leadership network through which professional counterparts with mutual interests can consult and cooperate with each other on issues affecting their communities. Reflecting its identity as a U.S. legislative branch entity, COIL ensures that *all* delegations receive significant exposure to the role and procedures of American legislative bodies. As part of this focus, COIL asks local host organizations to set up meetings with Members of Congress, congressional staff, and state, county, and local legislators and their staff members, so that participants can review functions such as lawmaking, legislative oversight, and

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<sup>1</sup> Reverse travel is when someone affiliated with an Open World U.S.-based exchange travels to a participating Open World country and meets with alumni during this visit. Open World cannot fund reverse travel or follow-on activities.

constituent relations with officials engaged in these activities. Participants should also learn about the effect of legislation on their exchange's assigned theme.

## **2027 GRANT PROCEDURES**

### **Grants Overview**

**COIL intends to award grants for the hosting of 62 delegations under these guidelines for CY 2027.** Final CY 2027 hosting numbers will depend on available funding. The number of programs could decrease or increase before the end of the CY 2027 program year. Each delegation will consist of five delegates and one facilitator unless otherwise specified. While many candidates are nominated by international organizations, most are nominated by U.S. and participating-country agencies and institutions. Open World alumni and hosting organizations are also asked to nominate. The Open World program looks for talented, emerging leaders. Candidates are vetted using the following criteria: (1) demonstrated leadership skills and a commitment to building a better society; (2) extent of activities in one or more of the thematic areas for Open World exchanges; (3) participation in the political process, especially as legislative officeholders, candidates, or staff; (4) community involvement or volunteer work; (5) and established U.S. ties or the potential to forge such ties. Ideal nominees will have no previous travel to the United States. English-language fluency is not required.

Program participants will participate in up to 10-day exchange programs<sup>2</sup> in the United States. Homestays with American host families are an integral element of the program and a requirement for hosting Open World programs.

COIL invites U.S.-based organizations with established foreign visitor programs and/or demonstrated ability to host foreign visitors to propose hosting delegations from the participating countries and programs outlined in this solicitation. Organizations proposing to host that have projects and/or partnerships with their colleagues in participating countries that wish to further those projects/partnerships through Open World programming are strongly encouraged to offer to defray and/or cover some of the costs of such programming. Such partner programming also provides the Grantee with the opportunity to nominate qualified candidates for their program. Such candidates would be held to the strict qualifications needed to be selected for participation in the Open World program.

COIL will award grants for hosting the delegations described in this solicitation to approved organizations that support its objectives (see below). Grantees may also be asked to host additional delegations that COIL may add to its CY 2027 calendar of programs in the future should funding allow.

**ORGANIZATIONS THAT HAVE BEEN AWARDED A GRANT TO HOST AN OPEN WORLD PROGRAM IN CALENDAR YEAR 2026 ONLY NEED TO SUBMIT A HOST ORGANIZATION PROFILE FORM AND BUDGET FOR EACH DELEGATION THEY WOULD LIKE TO APPLY FOR IN THE 2027 CALENDAR YEAR PROGRAM! AWARDEES**

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<sup>2</sup> Delegations stay in Washington, DC, for two days to attend an orientation program hosted by COIL and then spend eight days in the local host community. Exceptions may be made by COIL on an as-needed basis, and in close consultation with the appropriate grantee(s).

**FROM 2026 DO NOT NEED TO SUBMIT A PROJECT SUMMARY, PAST EXPERIENCE, UNIQUE QUALIFICATIONS, OR WORK PLAN FOR 2027.**

**Proposals for all country programming in this solicitation are due by close of business Friday, August 21, 2026. Please see page 37 for instructions on submitting proposals.**

## **Grant Guidelines Content**

This document contains, in order:

- Eligibility requirements for a grant and programming priorities
- Open World program objectives
- Short hosting theme descriptions
- Proposed 2027 travel dates
- Grantee programming and administrative requirements
- Local-hosting document deadlines
- Results tracked by COIL
- Key dates and deadlines
- Criteria for evaluating grant applications
- A grant proposal outline
- Financial procedures, including methods of determining in-kind contributions
- Appendixes
  - Procurement guidelines
  - Cost principles
  - A cost share report form and instructions for reporting cost shares
  - A glossary of terms
  - Host Organization Profile Form

Please note: the section on results describes outcomes tracked by COIL and explains grantees' and local host organizations' roles in helping to report them.

## **Eligibility for a Grant from COIL and Programming Priorities**

Any U.S.-based organization with either established foreign visitor programs or demonstrated ability to host foreign visitors is eligible. U.S.-based organizations with ongoing project activity or initiatives in any of the countries covered by this solicitation that can be furthered by an Open World program visit should describe this activity. An applicant proposal:

- Must demonstrate that the applicant organization has the ability, experience, and expertise to provide excellent programming in the Hosting Theme(s) for which it is applying and/or will establish agreements with expert local host organizations that can do so.<sup>3</sup>
- Will be given preference if it demonstrates that the applicant organization has the ability to provide programmatic activities with federal, state, county, and local legislators and legislative

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<sup>3</sup> Local host organizations for past Open World exchanges have included local affiliates of grantee organizations; colleges and university-based centers; and civic associations that have experience with international visitors. Each local host organization designates a local host coordinator who will have overall responsibility for the eight-day community visit.

staff that will enhance the participants' understanding of the legislative process and the structure and functions of American legislative bodies.

- Will be given preference if it is likely to produce new partnerships or further existing ones, especially those fostering economic development and trade and investment.
- Will be given preference if it includes ideas for specific follow-on project activities and/or significant projected results.
- Will be given preference if it demonstrates how the applicant organization will involve one or more organizations composed of young American professionals<sup>4</sup> in providing some of the delegations' professional, networking, and cross-cultural programming. Such young professional organizations should be focused on activities relevant to a delegation's Hosting Theme.
- Will be given preference if its accompanying budget submission includes a significant cost share/in-kind contribution for Open World delegations, such as paying all or a significant portion of local hosting expenses, or all or portions of airfares.
- Will be given preference if it demonstrates how results (as defined on page 38 below) will be accomplished, recorded, and reported.

On a limited basis, COIL will permit organizations awarded 2027 Open World grants under these guidelines to nominate candidates for competitive delegate selection for exchanges that will support the organizations' ongoing or proposed projects/partnerships. **Any applicant organization that wishes to nominate candidates must include in its proposal a clear strategy for nominations that demonstrates the organization's ability to identify qualified candidates who match the Open World program's criteria.** If the applicant organization plans on having one or more participating-country organizations propose candidates for a specific hosting program, the rationale for using each organization, and each organization's complete contact information, must be included in the proposal. The nomination strategy must also demonstrate that the candidates will meet the program's selection criteria, enhance a community partnership and/or project, and/or foster long-term collaboration with U.S. counterparts.<sup>5</sup>

Any candidates nominated by grantees must submit the Open World program's standard participant application form and go through the same competitive, transparent vetting process as other nominees for the program. COIL will closely coordinate the nomination process with the relevant grantees, and grantees can submit their list of nominees in priority order. Please note that these programs receive extra scrutiny from the vetting committees, and if there are not sufficient finalists from the grantee's nominees, other Open World program finalists that fit the delegation will complete the delegation.

COIL also seeks proposals that, for one or more local programs, clearly specify the type(s) of participants desired (e.g., regional and local legislators, mayors, NGO leaders, media professionals) and/or localities that participants should come from, in order to have Open World exchanges that

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<sup>4</sup> Types of organizations include young-adult chapters of professional and business organizations; young-alumni associations, and young-adult branches of charitable organizations.

<sup>5</sup> If an applicant organization anticipates that one or more of its prospective subgrantees will want to nominate candidates, its proposal should include the information requested in this paragraph for each such prospective organization/subgrantee.

support specific projects or foster existing partnerships. Please make such requests very clear in any proposal.

## Objectives

Open World program participants include some of the participating countries' most dynamic, highly educated leaders, who are eager to share their experiences with Americans for a robust and mutually beneficial exchange of ideas—an element critical to our programming. Each proposed Open World program must ensure that participants have the opportunity to:

- Develop an understanding of the role of the U.S. Congress and state, county, and local legislatures in shaping, overseeing, and/or funding programs and institutions connected with the applicable Open World hosting theme and subtheme.
- Observe and learn about their American professional counterparts and their role in society/people who interact with them. For example, a delegation of mayors and other city officials might meet with the host community's mayor, city manager, city council members, mayor's office staff, key departmental staff, and local political reporters.
- Share their professional expertise through planned formal presentations, panel discussions, and/or roundtables with their American counterparts and contacts, and present information about their country's culture, history, and current affairs to members of their host community (this is a program requirement).
- Develop an understanding of how citizens and interest groups work to affect the legislative process (at the federal, state, county, and local levels) on issues related to the participants' hosting theme.
- Network with American professionals and hosts who are interested in maintaining contact beyond the eight-day community visit for ongoing cooperation and collaboration.
- Exchange views with influential representatives of appropriate federal, state, county, and local government agencies; legislators; civic organizations and other non-governmental organizations (NGOs); and the business and education communities.
- Participate in community events to gain an understanding of the role of community organizations and their interactions with all levels of government.
- Receive an overview of the relationships among:
  - a) the executive, legislative, and judicial branches of state, county, and local government;
  - b) the business community and community-based organizations (public and/or private) organizations and government; and
  - c) individual citizens and government.

Through the Open World program, the participants should also be introduced to basic concepts of American society so that they:

- Can make constructive comparisons with community based and other civic organizations in their own country and identify best practices.

- Acquire an understanding of governance and the rule of law in a mature democratic society, including the concepts of accountability and transparency, the separation of powers, and the interrelationships of federal, state, county, and local governments.
- Acquire an understanding of the roles of American government, civic institutions, free enterprise, and voluntary organizations as they relate to the relevant Open World Hosting Theme.
- Acquire a better understanding of American culture and society and contribute to enhanced American knowledge of the Open World country's society, culture, and institutions.

## Hosting Themes

The **2027 Open World Program** offers a different set of travel dates and themes for each participating country. Themes are developed in close consultation with the U.S. Embassy in each participating country, with NGOs and experts on the region, and with participating-country organizations and alumni. Participants will be selected based on their professional and civic activities and background in one or more of the themes and are generally nominated for a specific program.

Since COIL is a legislative branch agency that serves the U.S. Congress, its historical mission includes exposing participants to the role of legislatures and legislators. COIL, therefore, asks grantees and their local host organizations to set up meetings and other professional activities for their participants with Members of Congress or their staff, state legislators, and city council members and other local lawmakers. The purpose of these activities is to give program participants firsthand insights into how American legislators carry out such functions as lawmaking, legislative oversight, and constituent relations, especially as these functions relate to a delegation's hosting theme. Meetings with Members and staff of state legislatures, legislative committees and legislative support agencies are also encouraged.

COIL's staff oversees the process of forming and placing delegations in host communities that are comparable to their own communities and that can offer experiences and information directly relevant to the programmatic theme and the participants' interests. COIL's staff will also work closely with grantees on matching specific participants or specific types of participants with approved grantee programs. Wherever possible, these placements will be based on already-established ties or plans specified in grant applications to forge new ones. COIL's staff will also work with grantees to ensure that host-community visits include opportunities for participants to give voluntary presentations and to meet with lawmakers and legislative staff.

The host community visit should provide Open World program participants firsthand experience with their professional counterparts' daily work routines and offer a view of American life through community and cultural activities and homestays. All programming should include extensive exposure to legislative processes, and how these processes affect the hosting theme.

Participants will prepare for their host community activities by attending a pre-departure orientation followed by an arrival orientation program conducted in Washington, D.C. The orientation programs will review the Open World program goals and provide an overview of the delegations' hosting theme(s); federal, state, and local governments and their interrelationships; a general overview of the federal legislative process; the balance of powers; current issues in U.S. governance and politics; the

rights of individual citizens; and American culture. The participants will also learn about American home life and practices to prepare them for their homestays.

Applicant organizations are asked to indicate in their proposals which countries, themes and subthemes, and dates they seek to host, and provide a Host Profile Form (see Appendix 5) for each proposed program. Proposed travel dates by country and theme are described in the table below.

### 2027 Open World Program – Proposed Programs with Dates and Themes

Date	Country	Program	Theme	Program Description	Number of Participants
19-Jan	Moldova	Legislative Program	Parliamentary Staffers	Parliamentary staffers will benefit from observing first-hand how U.S. legislative staffers and committees manage draft bills, assess the effectiveness of legislation, provide oversight of budget processes, and engage stakeholders such as constituents. They will also benefit from learning about the mechanisms used in the U.S. for strengthening the capabilities of civil servants, including training, mentorship, and connections with subject matter experts.	6
19-Jan	Ukraine	Legislative Program	Parliamentary Staffers	Parliamentary staffers will benefit from observing first-hand how U.S. legislative staffers and committees manage draft bills, assess the effectiveness of legislation, provide oversight of budget processes, and engage stakeholders such as constituents. They will also benefit from learning about the mechanisms used in the U.S. for strengthening the capabilities of civil servants, including training, mentorship, and connections with subject matter experts.	6
2-Feb	Indonesia	Legislative Program	Members of Parliament	This program will provide parliamentarians with an opportunity to engage with federal and state legislatures and explore the structure, function, and practices of the American legislative process. Through meetings with legislators and legislative staff, participants will gain firsthand knowledge of how state laws are drafted and adopted in the United States. This program will allow the members of parliament to build connections with their counterparts,	6

				strengthening ties between U.S. and Romanian legislatures.	
2-Feb	Hungary	Legislative Program	Members of Parliament	The delegation will include five Hungarian Members of Parliament seeking to build connections with legislative counterparts in the United States. Delegates will engage with state and local representatives and other relevant stakeholders to exchange best practices for lawmaking. In addition to a general introduction to the U.S. political system, the group will also explore sub-themes of collaboration at both the local and national level, focusing on lessons learned they can apply upon their return to Hungary.	6
2-Feb	Uzbekistan	Legislative Program	Members of Parliament	This program will provide parliamentarians with an opportunity to engage with federal and state legislatures and explore the structure, function, and practices of the American legislative process. Through meetings with legislators and legislative staff, participants will gain firsthand knowledge of how state laws are drafted and adopted in the United States. This program will allow the members of parliament to build connections with their counterparts, strengthening ties between the legislatures.	6
8-Feb	Ukraine	Legislative Program	Members of Parliament	This program will provide parliamentarians with an opportunity to engage with federal and state legislatures and explore the structure, function, and practices of the American legislative process. Through meetings with legislators and legislative staff, participants will gain firsthand knowledge of how state laws are drafted and adopted in the United States. This program will allow the members of parliament to build connections with their counterparts, strengthening ties between the legislatures.	6

24-Feb	Mongolia	Judicial Program	Rule of Law	<p>This program examines the U.S. commitment to the promotion of transparency, ethics, and judicial independence in a democracy. Meetings and site visits will highlight the judiciary's role in preserving democratic practices such as due process, trial by jury, the right to representation and a fair trial, the role of the public defender, the appeals process, judicial appointments/elections, and governmental accountability. Participants will learn about federal and state judicial systems under the U.S. model of federalism. - Supreme Court Justices</p>	6
24-Feb	Mongolia	Judicial Program	Rule of Law	<p>This program examines the U.S. commitment to the promotion of transparency, ethics, and judicial independence in a democracy. Meetings and site visits will highlight the judiciary's role in preserving democratic practices such as due process, trial by jury, the right to representation and a fair trial, the role of the public defender, the appeals process, judicial appointments/elections, and governmental accountability. Participants will learn about federal and state judicial systems under the U.S. model of federalism. - Supreme Court Justices</p>	6
8-Mar	Bulgaria	Legislative Program	Members of Parliament: Defense Modernization and Strategic Security Cooperation	<p>This program will provide Members of the Bulgarian Parliament with an opportunity to engage with Members of Congress, congressional staff, state legislators, defense policymakers, and industry representatives to examine the role of legislatures in shaping national security policy, defense modernization, and military readiness. Through meetings with policymakers, military officials, and private-sector partners, delegates will gain firsthand exposure to U.S. approaches to defense acquisition, modernization, and capability development, and how investments in advanced defense capabilities contribute to readiness, deterrence, and regional security.</p>	6

31-Mar	Georgia	Economic Development /Security Program	Emergency Management, Public Health & Medical Response Systems	Exploring U.S. approaches to disaster preparedness, emergency coordination, crisis response, hospital preparedness, pediatric support systems, and multidisciplinary cooperation between emergency professionals and medical specialists. This program will also focus on responses to natural and man made disasters.	6
31-Mar	Kyrgyzstan	Civic Program	Governance	This program will provide local officials with an opportunity to engage with U.S. federal and state governments and explore the structure, function, and practices of the American governance process. Through meetings with local and state legislators and officials, participants will gain firsthand knowledge of how state laws are drafted and implemented in the United States.	6
31-Mar	Ukraine	Economic Development	Private Sector Development and U.S.–Ukraine Business Partnerships	Participants will examine how business, trade, investment, and private-sector partnerships can support Ukraine’s recovery. The exchange will support commercial diplomacy by helping Ukrainian private-sector leaders build connections with U.S. companies, explore investment opportunities, and contribute to a stronger, market-oriented economy. This program may also include veterans that are working to rebuild Ukraine's future.	6
31-Mar	Ukraine	Economic Development	Small Business, Entrepreneurship, Job Creation, and Regional Economic Development	The delegation will explore U.S. approaches to entrepreneurship, small business growth, job creation, and regional economic development. Meetings and site visits will highlight local business ecosystems, access to support services, public-private cooperation, and community-level economic resilience. This program may also include veterans that are working to rebuild Ukraine's future.	6
31-Mar	Ukraine	Economic Development	Public-Private Partnerships for Reconstruction	The exchange will highlight how public-private partnerships can support reconstruction by mobilizing capital, expertise, innovation, and transparent project management. Participants will examine U.S. models for cooperation among government, business, and civic actors in addressing infrastructure,	6

				service delivery, and economic development needs. This programming will be present and future oriented during the brutal war and after when Ukraine rebuilds.	
14-Apr	Azerbaijan	Economic Development Program	Filmmaking to Enhance Economic Impact	This program will enhance professional capacity in filmmaking through exposure to international best practices, entrepreneurship, and film preservation techniques. This program will contribute to economic development by supporting the expansion of Azerbaijan's creative economy, encouraging job creation in media production, tourism, marketing, and digital content industries, while increasing the country's attractiveness as a regional hub for cultural and creative investment.	6
14-Apr	Belarus	Governance	Local Governance	According to a recent study released by the Davis Center at Harvard University "with an entrenched authoritarian regime and reformist elites in exile, institutional reform projects exist only as opposition blueprints aspiring to future implementation. Four major reform proposals share a common vision of democratization but remain theoretical exercises developed outside the country's borders. They emphasize rule of law, decentralization, and increasing the power of parliament. This program will focus on best practices in these fields considering that the Belarus opposition may someday coalesce and start to govern the country through free and fair elections.	6
14-Apr	Belarus	Civic Program	Business Development	The democratic opposition in Belarus promotes a market-oriented economic platform aimed at dismantling state monopolies and empowering small to medium-sized enterprises (SMEs). Their priorities are deregulation, investment and finance, and making necessary state enterprises profitable. This program will focus on the steps needed for Belarus to integrate into the Western business and finance systems and improve its economy.	6

14-Apr	Caucasus Regional	Civic Program	Agrotourism	Supporting regional economic growth through agrotourism, hospitality, wine tourism, women-led businesses, and family-owned enterprises. Promoting travel to all three countries as part of planned tours or through on-line descriptions. Development of regional tourist computer/phone applications.	7
14-Apr	Kosovo	Governance Program	Interfaith Coalition Building	As the 30th anniversary of the International Religious Freedom Act of 1998 approaches in 2028, this exchange offers a timely opportunity to demonstrate American leadership. Kosovan religious actors will observe firsthand how American interfaith coalitions successfully advocate for policy change while maintaining democratic principles. Direct engagement with U.S. civil society organizations and government officials will provide practical frameworks which Kosovan participants can adapt to their context, building capacity that endures beyond the program.	6
28-Apr	Georgia	Judicial Program	Rule of Law; Transnational Crime and Fraudulent Documentation	This program examines the U.S. commitment to the promotion of transparency, ethics, and judicial independence in a democracy. Meetings and site visits will highlight the judiciary's role in preserving democratic practices such as due process, trial by jury, the right to representation and a fair trial, the role of the public defender, the appeals process, judicial appointments/elections, and governmental accountability. Participants will learn about federal and state judicial systems under the U.S. model of federalism. This supports critical U.S. national security interests by enhancing Georgia's capacity to combat the proliferation of fraudulent documents that facilitate transnational crime, terrorism, and sanctions evasion. Georgia's strategic location as an access point to Central Asia and its visa-free travel policies for Russian, Iranian, and Chinese nationals create vulnerabilities that malign actors exploit through counterfeit currency and identification documents.	6

28-Apr	Ukraine	Judicial Program	Rule of Law: War Crimes Accountability	<p>This program examines the U.S. commitment to the promotion of transparency, ethics, and judicial independence in a democracy. Meetings and site visits will highlight the judiciary’s role in preserving democratic practices such as due process, trial by jury, the right to representation and a fair trial, the role of the public defender, the appeals process, judicial appointments/elections, and governmental accountability. Participants will also discuss federal and state judicial systems under the U.S. model of federalism. For this specialized program participants will examine legal and institutional tools used to document, investigate, and prosecute war crimes and conflict-related cases including interagency coordination.</p>	6
28-Apr	Ukraine	Judicial Program	Rule of Law: Abducted Children and International Accountability/Serving Children During War	<p>This program examines the U.S. commitment to the promotion of transparency, ethics, and judicial independence in a democracy. Meetings and site visits will highlight the judiciary’s role in preserving democratic practices such as due process, trial by jury, the right to representation and a fair trial, the role of the public defender, the appeals process, judicial appointments/elections, and governmental accountability. Participants will learn about federal and state judicial systems under the U.S. model of federalism. The exchange will focus on legal and institutional responses related to harmed, abducted, forcibly transferred, or unlawfully deported Ukrainian children. Participants will explore approaches to documentation, victim and family support, international cooperation, case coordination, and judicial mechanisms that support accountability and family reunification efforts.</p>	6

5-May	Azerbaijan	Economic Development Program	Tourism for Economic Development	Through meetings and site visits, participating museum representatives, academics, and tourism officials will explore how federal, state, and local partners preserve cultural heritage while promoting sustainable tourism and economic growth. The project also emphasizes the economic development dimension of heritage preservation by demonstrating how protected historical sites, museums, and cultural tourism can generate employment, attract international visitors and investment, stimulate local businesses, and strengthen community-based economic opportunities across the country.	6
5-May	Georgia	Economic Development /Security Program	Cybersecurity, National Security & Digital Resilience	This program will focus on strengthening cybersecurity systems, the role of AI, protecting critical infrastructure, combating cyber threats, and promoting secure digital governance. These are all aspects of modern society that are critical for all to protect.	6
5-May	Georgia	Security Program	Modern Border Security and Customs Management: U.S. Best Practices for Interdiction, Technology, and Regional Cooperation	Investing in the professional development of Georgia's border security and customs practices through direct engagement with U.S. counterparts represents a strategic, high-impact opportunity to strengthen bilateral ties, advance America First security priorities, and build the human capital foundation upon which lasting U.S.-Georgia cooperation and a more secure, stable Middle Corridor depend.	6
5-May	North Macedonia	Governance Program	Municipal Council Members	This delegation of municipal council members will explore U.S. practices in participatory governance, municipal budget management, and responsiveness to the public. The program will focus on the strengths of U.S. municipal governance and its impact on citizens' lives and government efficiency. The exchange aims to strengthen participants' capacity for transparent, accountable local government and to apply U.S. best practices to participants' service to their constituencies.	6

5-May	Moldova	Governance	Regional Leaders	This program will aim to strengthen dialogue between local public authorities to observe government practices in the United States and its system of federalism. Items to explore include legal and institutional framework governing local administrative reform, with a focus on decentralization, amalgamation and modernization	6
10-May	Armenia	Legislative Program	Members of Parliament	This program will provide parliamentarians with an opportunity to engage with federal and state legislatures and explore the structure, function, and practices of the American legislative process. Through meetings with legislators and legislative staff, participants will gain firsthand knowledge of how state laws are drafted and adopted in the United States. This program will allow the members of parliament to build connections with their counterparts, strengthening ties between the legislatures.	6
10-May	Armenia	Legislative Program	Members of Parliament	This program will provide parliamentarians with an opportunity to engage with federal and state legislatures and explore the structure, function, and practices of the American legislative process. Through meetings with legislators and legislative staff, participants will gain firsthand knowledge of how state laws are drafted and adopted in the United States. This program will allow the members of parliament to build connections with their counterparts, strengthening ties between the legislatures.	6
10-May	Fiji	Legislative Program	Members of Parliament	This program will provide parliamentarians with an opportunity to engage with federal and state legislatures and explore the structure, function, and practices of the American legislative process. Through meetings with legislators and legislative staff, participants will gain firsthand knowledge of how state laws are drafted and adopted in the United States. This program will allow the members of parliament to build connections with their counterparts,	6

				strengthening ties between the legislatures.	
7-Jun	Central Asia Regional	Legislative Program	Members of Parliament	This program will provide parliamentarians with an opportunity to engage with federal and state legislatures and explore the structure, function, and practices of the American legislative process. Through meetings with legislators and legislative staff, participants will gain firsthand knowledge of how state laws are drafted and adopted in the United States. This program will allow the members of parliament to build connections with their counterparts, strengthening ties between the legislatures.	6
21-Jun	Kazakhstan	Legislative Program	Parliamentary Staffers	Parliamentary staffers will benefit from observing first-hand how U.S. legislative staffers and committees manage draft bills, assess the effectiveness of legislation, provide oversight of budget processes, and engage stakeholders such as constituents. They will also benefit from learning about the mechanisms used in the U.S. for strengthening the capabilities of civil servants, including training, mentorship, and connections with subject matter experts.	6
7-Jul	Georgia	Security Program	Georgian and U.S. Foreign Policy Goals and Global Challenges	A key element to ensuring a stronger, safer, and more prosperous United States is increasing awareness of the potential threats posed by China's global expansion. U.S. engagement with Georgia's government on countering Chinese malign influence is complicated given Georgia's steadily growing political and economic ties with Beijing and deteriorating relations with the west. Security and defense cooperation remain one area in which Georgia has largely kept Beijing at arm's length and maintained strong, active cooperation with the United States and NATO.	6
7-Jul	Georgia	Economic Program	Workforce and Business Development: Pathways to Professional Development	This program will be aimed at empowering emerging leaders in entrepreneurship, technology, innovation, business development, and public leadership. One focus will be developing professional pathways for future generations.	6

7-Jul	Ukraine	Economic Development	Municipal Recovery, Local Governance, and Decentralization	Local leaders will examine U.S. approaches to recovery planning, service delivery, transparent budgeting, and community rebuilding. The program will highlight municipal governance, local accountability, citizen engagement, and coordination between local, state, and federal levels. The program will also promote the furthering or formation of partnerships.	6
7-Jul	Ukraine	Civic Program	Leadership, Civic Resilience, and Future Workforce Development	Emerging Ukrainian leaders will explore U.S. models of leadership, community engagement, entrepreneurship, innovation, and workforce development. The exchange will emphasize skills, responsibility, economic participation, and civic resilience as part of Ukraine's long-term recovery and stability. This program may also include veterans that are working to rebuild Ukraine's future. It might also include targeted delegates to further sister partnerships.	6
7-Jul	Ukraine	Civic Program	Sister Cities, Regional Partnerships, and Community Recovery	Participants will explore direct U.S.–Ukraine municipal and regional partnerships, including Sister Cities cooperation, local recovery initiatives, economic development, and community-to-community international cooperation and public diplomacy.	6
17-Jul	Vanuatu	Legislative Program	Members of Parliament	This program will provide parliamentarians with an opportunity to engage with federal and state legislatures and explore the structure, function, and practices of the American legislative process. Through meetings with legislators and legislative staff, participants will gain firsthand knowledge of how state laws are drafted and adopted in the United States. This program will allow the members of parliament to build connections with their counterparts, strengthening ties between the legislatures.	6

11-Aug	Mongolia	Judicial Program	Rule of Law	This program examines the U.S. commitment to the promotion of transparency, ethics, and judicial independence in a democracy. Meetings and site visits will highlight the judiciary's role in preserving democratic practices such as due process, trial by jury, the right to representation and a fair trial, the role of the public defender, the appeals process, judicial appointments/elections, and governmental accountability. Participants will learn about federal and state judicial systems under the U.S. model of federalism. - Supreme Court Justices	6
11-Aug	Armenia	Judicial Program	Rule of Law	This program examines the U.S. commitment to the promotion of transparency, ethics, and judicial independence in a democracy. Meetings and site visits will highlight the judiciary's role in preserving democratic practices such as due process, trial by jury, the right to representation and a fair trial, the role of the public defender, the appeals process, judicial appointments/elections, and governmental accountability. Participants will learn about federal and state judicial systems under the U.S. model of federalism. - Supreme Court Justices	6
13-Sep	Indonesia	Legislative Program	Parliamentary Staffers	Parliamentary staffers will benefit from observing first-hand how U.S. legislative staffers and committees manage draft bills, assess the effectiveness of legislation, provide oversight of budget processes, and engage stakeholders such as constituents. They will also benefit from learning about the mechanisms used in the U.S. for strengthening the capabilities of civil servants, including training, mentorship, and connections with subject matter experts.	6
13-Sep	Kosovo	Legislative Program	Parliamentary Staffers: Strengthening Parliamentary Oversight	This program will deepen U.S.-Kosovo relations at the senior parliamentary staff level by promoting democratic governance standards that align with U.S. best practices. By strengthening Kosovo's parliamentary oversight mechanisms, the program advances	6

				institutional independence and political neutrality, core principles that contribute to regional stability in the Western Balkans and reduce the need for sustained U.S. intervention.	
13-Sep	Ukraine	Legislative Program	Parliamentary Staffers	Parliamentary staffers will benefit from observing first-hand how U.S. legislative staffers and committees manage draft bills, assess the effectiveness of legislation, provide oversight of budget processes, and engage stakeholders such as constituents. They will also benefit from learning about the mechanisms used in the U.S. for strengthening the capabilities of civil servants, including training, mentorship, and connections with subject matter experts.	6
20-Sep	Serbia	Legislative Program	Members of Parliament	This program will provide parliamentarians with an opportunity to engage with federal and state legislatures and explore the structure, function, and practices of the American legislative process. Through meetings with legislators and legislative staff, participants will gain firsthand knowledge of how state laws are drafted and adopted in the United States. This program will allow the members of parliament to build connections with their counterparts, strengthening ties between the legislatures.	6
20-Sep	Tajikistan	Legislative Program	Members of Parliament	This program will provide parliamentarians with an opportunity to engage with federal and state legislatures and explore the structure, function, and practices of the American legislative process. Through meetings with legislators and legislative staff, participants will gain firsthand knowledge of how state laws are drafted and adopted in the United States. This program will allow the members of parliament to build connections with their counterparts, strengthening ties between the legislatures.	6

29-Sep	Armenia	Governance Program	Think Tanks and Strategic Competition: U.S. Approaches to Information Integrity	This program will bring mid- to senior-level representatives from Armenian think tanks and policy research institutions to the United States to learn how American institutions recognize, expose, and counter foreign state information manipulation and foreign malign influence while supporting informed, sovereign decision-making.	6
29-Sep	Bulgaria/Serbia	Economic Development Program	Bulgaria and Serbia Joint Program: Regional Cooperation on Border Security and Combating Transnational Crime	This regional program will bring together border security, law enforcement, customs, and other government officials from Bulgaria and Serbia to examine U.S. approaches to combating transnational crime and securing borders against illicit activity. Participants will explore how federal, state, and local agencies coordinate to disrupt trafficking networks, combat the movement of illicit goods, weapons, narcotics, and persons, and identify emerging security threats before they reach American communities. This delegation will have seven participants: three delegates from Bulgaria, three delegates from Serbia, and one facilitator.	7
29-Sep	Ukraine	Security Program	Energy Security, Critical Minerals, and Infrastructure Resilience	Participants will examine approaches to protecting and restoring energy systems, critical minerals assets, and infrastructure vital to recovery, security, and economic stability. The exchange will address resilient infrastructure, secure supply chains, private-sector engagement, and opportunities for technical cooperation and investment. The program will also explore opportunities under the U.S.-Ukraine Reconstruction Investment Fund.	6
29-Sep	Ukraine	Security Program	Innovation, Emerging Technologies, Dual-Use Solutions, and the Defense Industry,	Participants will examine innovation ecosystems, emerging technologies, AI-enabled tools, and dual-use solutions relevant to security and recovery. The exchange will highlight U.S. approaches to technology development, public-private cooperation, commercialization, and responsible innovation. And, the U.S. hosts will also learn about the great innovations made by Ukraine.	6

29-Sep	Ukraine	Security Program	Emergency Management and Civil Protection	The delegation will explore U.S. models for crisis response, disaster preparedness, protection of civilians, emergency communications, and coordination across levels of government. Meetings will highlight emergency planning, interagency coordination, public communication, and community resilience practices in place in Ukraine and in the United States	6
13-Oct	Caucasus Regional	Civic Program	Agricultural Innovation, Food Security, and Water and Waste Management	This program will aim to promote regional cooperation for promoting sustainable agriculture and exportability, agricultural innovation, food security, logistics, and modern farming technologies. Included in this program will be a focus on watershed and waste water management as well as energy efficient production.	7
13-Oct	Georgia	Economic Development	Empowering Professional Associations for Economic Growth and Trade	Professional associations are critical engines of economic growth, industry excellence, and effective policymaking across sectors. By strengthening business associations and linking them to U.S. policymakers and industry, this program will aim to develop important partners that promote pro-business reforms that encourage investment, entrepreneurship, and long-term economic resilience benefiting U.S. companies in Georgia and future investors//partnerships. Additionally, business associations provide services to their members such as training, certifications, and standards while also playing a governance role by promoting ethical standards and self-regulation.	6
13-Oct	Ukraine	Economic Development	Agribusiness, Food Security, Export Development, and Resilient Supply Chains	Participants will explore agribusiness resilience, export development, rural recovery, logistics, food security, and supply chains. Meetings and site visits will highlight U.S. approaches to agricultural innovation, market access, trade promotion, infrastructure, and private-sector-led rural economic development. One purpose of the program will be to forge ties between the host community/other organizations for ongoing partnerships/exchange of ideas/methods.	6

13-Oct	Ukraine	Economic Development	Veteran Reintegration, Employment, Entrepreneurship, and Workforce Development	The exchange will focus on veterans' transition into civilian life through employment, entrepreneurship, retraining, and workforce development. Participants will examine U.S. approaches to veteran employment services, business ownership, skills recognition, employer engagement, and community reintegration. One purpose of the program will be to forge ties between the host community/other organizations for ongoing partnerships/exchange of ideas/methods.	6
13-Oct	Ukraine	Security Program	Veterans Issues and Injuries of War/Collaboration with U.S. Veterans Administration	The delegation will examine U.S. experience with veterans' services, disability support, rehabilitation, prosthetics, mental health, family support, and long-term care. The program will also cover responses to 9injuries sustained on the battlefield. The exchange will highlight institutional models and community-based approaches for addressing the long-term needs of veterans and civilians affected by war-related injuries.	6
18-Oct	Serbia	Legislative Program	Parliamentary Staffers	Parliamentary staffers will benefit from observing first-hand how U.S. legislative staffers and committees manage draft bills, assess the effectiveness of legislation, provide oversight of budget processes, and engage stakeholders such as constituents. They will also benefit from learning about the mechanisms used in the U.S. for strengthening the capabilities of civil servants, including training, mentorship, and connections with subject matter experts.	6
18-Oct	North Macedonia	Legislative Program	Parliamentary Staffers	Parliamentary staffers will benefit from observing first-hand how U.S. legislative staffers and committees manage draft bills, assess the effectiveness of legislation, provide oversight of budget processes, and engage stakeholders such as constituents. They will also benefit from learning about the mechanisms used in the U.S. for strengthening the capabilities of civil servants, including training, mentorship, and connections with subject matter experts.	6

1-Nov	Hungary	Legislative Program	Members of Parliament	The delegation will include five Hungarian Members of Parliament seeking to build connections with legislative counterparts in the United States. Delegates will engage with state and local representatives and other relevant stakeholders to exchange best practices for lawmaking. In addition to a general introduction to the U.S. political system, the group will also explore sub-themes of collaboration at both the local and national level, focusing on lessons learned they can apply upon their return to Hungary.	6
1-Nov	Ukraine	Legislative Program	Members of Parliament	This program will provide parliamentarians with an opportunity to engage with federal and state legislatures and explore the structure, function, and practices of the American legislative process. Through meetings with legislators and legislative staff, participants will gain firsthand knowledge of how state laws are drafted and adopted in the United States. This program will allow the members of parliament to build connections with their counterparts, strengthening ties between the legislatures.	6
29-Nov	Baltic Regional	Legislative Program	Members of Parliament	This program will provide parliamentarians with an opportunity to engage with federal and state legislatures and explore the structure, function, and practices of the American legislative process. Through meetings with legislators and legislative staff, participants will gain firsthand knowledge of how state laws are drafted and adopted in the United States. This program will allow the members of parliament to build connections with their counterparts, strengthening ties between the legislatures. This regional delegation will focus on security and border issues as well as good governance practices. This delegation will include two participants from Estonia, two participants from Latvia, two participants from Lithuania and one facilitator.	7

29-Nov	Mongolia	Legislative Program	Members of Parliament	This program will provide parliamentarians with an opportunity to engage with federal and state legislatures and explore the structure, function, and practices of the American legislative process. Through meetings with legislators and legislative staff, participants will gain firsthand knowledge of how state laws are drafted and adopted in the United States. This program will allow the members of parliament to build connections with their counterparts, strengthening ties between the legislatures.	6
29-Nov	Kosovo	Legislative Program	Members of Parliament: Legislative Initiatives for Economic Ties	This program will focus on legislative initiatives in three areas: procurement reform; mining license issuance processing; and energy supply deployment. These initiatives will expand opportunities for the U.S. private sector in critical sectors such as infrastructure, telecoms, mining, and energy. The program will support Kosovo's efforts to reform procurement legislation in a manner providing more tools to exclude untrusted state-owned and state supported companies from Kosovan public tenders in national security sensitive sectors such as critical infrastructure.	6

### Grantee Programming and Administrative Requirements

Grantee organizations will be responsible for approximately eight days and eight nights of programming (including weekends) for delegations (most consisting of **five delegates** and **one facilitator**) typically arriving in the United States on a Wednesday and arriving in their host communities on a Friday.<sup>6</sup> **All grantees will be provided with a 2027 Open World program Host Handbook to guide their implementation of the program.** Grantee organizations will be expected to successfully complete and/or oversee the following programmatic and administrative activities:

- Recruit and select local host organizations and families. The local host organization must demonstrate expertise in, and programming resources for, the Hosting Theme(s) and subthemes selected by the grant applicant, who can also be the local host organization. Programs should emphasize mutual learning, dialogue, and future partnerships/programs. Grantees are encouraged to recruit host coordinators, presenters, and home hosts who are

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<sup>6</sup>COIL will consider proposals that contain different provisions (for the length of stay, size of delegations, arrival day, etc.) than those outlined here, if needed to deliver quality programming.

interested in maintaining contact with the Open World program participants after their U.S. visit through joint projects, ad hoc and/or formal organization-to-organization ties, and regular communications.

- Submit a **Host Organization Profile Form** for each local program to be hosted by a local host organization approved by COIL. The grantee organization must submit the form(s) to COIL as a part of the grant proposal. The Host Organization Profile Form (See Appendix 5) asks for the local host organization's theme/subtheme preferences and preferred hosting dates, a general description of the planned local program, and descriptions of at least four proposed professional activities. This information, which will be shared with COIL's logistical contractor, American Councils for International Education (ACIE), and with US Embassy partners to improve COIL's ability to match delegates with local host organizations appropriately.
- If grantee wishes to provide nominations: (1) ensure that nominating partners (both domestic and international) submit only names of highly qualified candidates **by the designated deadlines provided by COIL**, and the necessary background program and partnership/project information, and (2) be responsible for reviewing nominees' applications prior to their submission to ensure that nominees meet Open World program criteria and that the information in the applications is complete and accurate. Nominators identified by the grantee will work closely with COIL staff to select appropriate applicants.
- Be responsible for effective implementation of each program developed by local host organizations.
- Participate, either in person or via telephone conference, in coordination meetings with representatives of COIL and/or representatives of its logistical contractor, American Councils for International Education.
- Attend the 2027 COIL grantee orientation meeting, which is expected to be held in early December 2026 or January 2027. This meeting will be held virtually.
- Help make arrangements for COIL staff to conduct site visits during local hosting programs, if requested.
- Submit required reports by scheduled deadlines, including the host coordinator post-program report for each visit, the final program report, budget variance report, federal financial reports, and cost-share reports.
- Assist COIL staff in coordinating press outreach, if requested, with local host organizations.
- Report on visit outcomes as required (see Results section below).
- Ensure that local host coordinators are aware of COIL's website and social networking resources; have local host coordinators encourage presenters and host families to find COIL on Facebook at [www.facebook.com/openworldleadershipcenter2](http://www.facebook.com/openworldleadershipcenter2); and get up-to-the-minute

information on the program by following COIL on X at <https://x.com/OWprogram> and Instagram @OWprogram.

- Adhere to federal income tax regulations.

Grantees are responsible for ensuring that they or the local host organizations will:

- Coordinate with COIL staff on congressional outreach in the local communities and Washington, D.C., and ensure, when possible, that delegates have the opportunity to meet with Members of Congress or their local staff, and send any photos from such meetings to COIL staff as soon as possible.
- Ensure that participants have opportunities to share their professional expertise and their knowledge about their native country in meetings with their American counterparts and in public settings such as conferences, colloquia, classroom and civic-association presentations, town meetings, and media interviews.
- Provide local transportation during participants' visits, beginning with pickup at the U.S. final destination airport and ending with delivery to the departure airport. **Participants may not take public transportation to a professional activity unless the grantee gets advance approval from COIL, and a local escort must accompany the participants in most cases.**
- Provide a suitable homestay placement for each delegate, usually for eight days, including weekends. **Homestays are a centerpiece of the Open World experience and a major factor in grant application evaluations.**
- **Each participant must be given his or her own private bedroom.** If this cannot be arranged, the grantee must get advance approval from COIL to make alternate arrangements.
- Ensure that breakfast, lunch, and dinner are provided daily to the delegates and facilitator(s) during their stay. Unlike similar U.S. government programs, **COIL does not provide per diem to its participants.**
- Interpretation services are not required in the grant submission; COIL uses the services of a contractor when an interpreter is needed. The COIL interpretation coordinator will make contact with local host coordinators in advance of the program to introduce the assigned interpreter and request additional information needed for logistical purposes. Some programs do not require interpretation and the grantee/local host will be informed by COIL when that is the case.
- Prepare an eight-day program for each delegation that reflects the selected hosting theme and includes other activities that meet program objectives. **Approximately 32 hours** of programming should directly address the hosting theme. Time spent in professional sessions with federal, state, county, or local legislators and legislative staff counts toward this total. Cross-cultural activities should be scheduled for weekends and some evenings. A cross-cultural activity is an activity designed to promote exposure and interchange between the

delegates and Americans in order to increase their understanding of each other's society, culture, and institutions. Cross-cultural activities include cultural, social, and sports activities.

- Provide an end-of-visit review session for the program participants and host coordinator to review program successes/weaknesses and to identify any new projects, or any ongoing projects, reciprocal visits, or other continued professional interactions between participants and their new American contacts, that will likely result from the Open World program.
- Coordinate with COIL on press outreach, including sharing drafts of any press material developed for each delegation in advance, if requested, and review any relevant press material developed by COIL, if requested. COIL strongly encourages local host organizations to try to get press coverage of Open World program visits. **Local press releases on Open World program exchanges must credit the Congressional Office for International Leadership and the U.S. Congress.**
- Track results efficiently and regularly report them. Definitions of results, and requirements and methods for reporting them, are given in the Document-Exchange Deadlines table below and in the Results section that immediately follows it.

### **Grantee Interaction with COIL Contractors**

COIL contracts with a logistical support organization, American Councils for International Education (American Councils), for programs with Baltic Regional, Belarus, Georgia, Moldova, and Ukraine. American Councils will provide administrative and logistical support for the Open World program in these countries, including assistance with (a) planning and administration of the nominations process in the countries included in this solicitation; (b) visas and travel arrangements; (c) selection and training of facilitators; (d) formation of delegations; (e) organization of pre-departure orientations; and (f) review of program agendas (which supplements COIL's own review of the agendas). Grantees and their local hosts will be required to work closely with American Councils through all steps of the planning process and meet the relevant deadlines in the following Deliverables timeline table.

COIL staff will serve as the logistical contractor for the delegations from Armenia, Azerbaijan, Bulgaria, Fiji, Hungary, Indonesia, Kazakhstan, Kosovo, Kyrgyzstan, Mongolia, North Macedonia, Papua New Guinea, Serbia, Tajikistan, Vanuatu and Vietnam.

COIL contracts with an interpretation service provider that will recruit and contract with all interpreters for Open World programs, as needed. Grantees and their local hosts will be required to work closely with this contractor to ensure that interpreters are placed in appropriate lodging and receive all program documents and information prior to a delegation's arrival in the hosting community.

### **Deliverables timeline for Open World program**

The table below lists the major deadlines for information and document exchange between grantees/local host coordinators and COIL/American Councils, measured backward from the delegation's U.S. arrival date (two to three days before the host-community arrival date).

<i>Deadline</i>	<i>Host Coordinator provides:</i>	<i>COIL provides:</i>
<i>8-6 weeks before arrival</i>		<ul style="list-style-type: none"> <li>Participant Names and Profiles</li> </ul>
<i>4 weeks before arrival</i>	<ul style="list-style-type: none"> <li>Draft Program Agenda</li> <li>Host Family Forms (including contact info. and brief bios)</li> </ul>	<ul style="list-style-type: none"> <li>Flight Itineraries</li> </ul>
<i>2 weeks before arrival</i>	<ul style="list-style-type: none"> <li>Updated Program Agenda (with changes highlighted)</li> <li>Emergency Contact Information (if different from that on the Updated Program Agenda)</li> </ul>	
<i>3 weeks after departure</i>	<ul style="list-style-type: none"> <li>Post-program Report (Host Narrative, Post-program Program Agenda, Final Host Family Forms, Media Coverage, Photos)*</li> </ul>	<ul style="list-style-type: none"> <li>Delegation Feedback on Program to Grantee and Local Host Coordinator</li> </ul>

\*The required forms will be sent to grantees by COIL staff. The Host Narrative Form asks for information on professional activities, including meetings with Members of Congress and congressional staff; brief descriptions of actual and potential trip results; and host-coordinator comments and recommendations. The agenda submitted as part of the Post-program Report is to show the actual activities conducted. COIL’s handbook for local host coordinators now asks hosts to make press articles and photos from their exchanges available to staff as soon as possible, rather than waiting to include them with the Post-program Report. **Grantees are requested to make available to COIL staff any photos they receive from their local host organizations as soon as possible.** COIL also asks that photos come with captions or are explained in text.

## Results

COIL tracks the results of the Open World program using eight categories, or “bins.” Below are definitions and examples of these categories, along with explanations of which results categories grantee and local host organizations *must* report on and which categories they are *encouraged* to report on.

<b>RESULT</b>	<b>DESCRIPTION</b>	<b>EXAMPLES</b>	<b>GRANTEE/SUBGRANTEE REPORTING REQUIREMENTS</b>
<b>Benefits to Americans</b>	The Open World program promotes <b>mutual</b> understanding and benefit. Hosts, presenters, and others can gain	<ul style="list-style-type: none"> <li>Estimate of audience size for delegate presentations.</li> <li>Publicity for host organization.</li> </ul>	<ul style="list-style-type: none"> <li>The <b>Final Program Report</b> (submitted by the Grantee) and the <b>Host Narrative</b> must report any benefits to Americans that resulted from the exchange. <b>The total number of people</b></li> </ul>

	new information from delegates.		<b>reached should be included.</b>
<b>Partnerships</b>	An American organization involved in a visit partner with an organization from the delegates' country on a joint project or starts an affiliate in that country.	<ul style="list-style-type: none"> <li>• University-to-university e-learning partnerships.</li> <li>• Sister-court relationships.</li> <li>• Community-to-community interactions between governmental entities.</li> </ul>	<ul style="list-style-type: none"> <li>• The <b>Host Narrative</b> is to report on any partnerships that might result from the exchange. The <b>Final Program Report</b> must report on actual post-visit partnership activities.</li> </ul>
<b>Projects</b>	A delegate implements an idea inspired by the Open World program experience.	<ul style="list-style-type: none"> <li>• Opening city council meetings to the public.</li> <li>• Creates an organization or starts a project based on something experienced in the host community.</li> </ul>	<ul style="list-style-type: none"> <li>• The <b>Host Narrative</b> is to report on any delegate projects that might result from the visit. The <b>Final Program Report</b> must report on any actual projects that the grantee learns about.</li> </ul>
<b>Multipliers</b>	A delegate shares his/her new knowledge back home, thereby "multiplying" the Open World experience.	<ul style="list-style-type: none"> <li>• After returning home, a delegate gives talks on knowledge gained during the visit.</li> </ul>	<ul style="list-style-type: none"> <li>• The <b>Host Narrative</b> is to report on any potential multipliers mentioned by delegates. The <b>Final Program Report</b> must report on any actual multipliers that the grantee learns about.</li> </ul>
<b>Reciprocal Visits</b>	Americans involved in the exchange meet with alumni in-country or work in-country on an Open World–inspired project.	<ul style="list-style-type: none"> <li>• Host family visits delegate in their home country.</li> <li>• Professional presenter travels to delegate's home country to present.</li> </ul>	<ul style="list-style-type: none"> <li>• The <b>Host Narrative</b> is to report on any reciprocal visits that might result from the exchange. The <b>Final Program Report</b> must report on reciprocal visits by grantees or subgrantees.</li> </ul>
<b>Press</b>	A delegation's visit is covered by local media.		<ul style="list-style-type: none"> <li>• The <b>Host</b> is to send press on the visit to COIL and the logistical contractor. Grantees are encouraged to include later articles in</li> </ul>

			the <b>Final Program Report</b> .
<b>Contributions</b>	In-kind (in hours or material goods) or cash donations.	<ul style="list-style-type: none"> <li>• Volunteer hours to plan and conduct hosting.</li> <li>• Private donations to Open World events.</li> </ul>	<ul style="list-style-type: none"> <li>• Grantees must submit the Open World Cost-Share Report Form. The <b>Host</b> must report to the <b>Grantee</b> on contributions. National Grantees must submit a synopsis of all Cost Share Report Forms in addition to the forms themselves.</li> </ul>
<b>Professional Advancement</b>	Alumni are promoted or experience other career enhancements after their Open World visit.	<ul style="list-style-type: none"> <li>• An alumnus wins a grant to fund an NGO project.</li> <li>• An alumna is elected to office.</li> </ul>	<ul style="list-style-type: none"> <li>• The <b>Final Program Report</b> must report any professional advancement that the grantee learns about. (A <b>Host</b> learning of post-visit advancement is encouraged to report it to Open World.)</li> </ul>

## Key Dates and Deadlines

### **For all programs covered in this solicitation, grant proposals are due Friday, August 21**

A final program report on the overall administration of COIL grant and hosting activities, including recommendations for future program changes and a description of outcomes achieved (as defined in the Results section above), **must be submitted by National Grantee organizations within 90 days of their final hosting activity under their grant.**

All 2027 National Grants will end on **March 31, 2028**, when final financial reports are due to COIL, unless a later date is agreed to in writing by COIL. Direct hosting grants (where the Grantee is also the Local Host Organization) will have a period of performance of 16 weeks, tailored to their local program, to be specified in their grant award package. Please note again that grantees are encouraged to submit all final financial documentation by ninety (90) days after the completion of programming activities.

## Criteria for Evaluating Grant Applications

All grant applications for hosting the Open World program under these guidelines will be evaluated on the following factors, listed in order of importance:

1. Degree to which proposed program plans address COIL’s thematic programming priorities and objectives, especially with regard to (a) giving delegates significant exposure to federal, state, county, and local legislators, the structure and functions of legislatures, and the legislative process; (b) the likelihood of producing new partnerships or furthering existing ones; (c) the potential for follow-on project activities and/or significant projected results, such as plans for future reverse travel; (d) collaborative programming with American young professional organizations; and (e) providing significant cost share.
2. Past experience in successfully hosting similar programs.
3. Demonstrated ability or experience in creating programs in the Hosting Theme(s) proposed.
4. Demonstrated ability to recruit or plan for recruiting host coordinators, presenters, and home hosts who are interested in maintaining contact with the delegates after their U.S. visit.
5. Quality of submitted sample professional meetings included in the Host Profile Form.
6. Ability to home host with high-quality hosts, which is a program requirement.
7. Per person cost. (Please note that the “per person cost” does not stand alone as a criterion. COIL also looks at the ratio of administrative costs to program costs, as well as the cost share amount the organization is proposing.)
8. Ability to host on theme dates.
9. Quality of submitted work plans, including plans for the nomination strategy (if applicable), the implementation of the U.S. program(s), and results tracking and reporting.
10. For previous COIL grantees: assessments of previous hosting quality and results. Assessments are based on input from Open World program managers, facilitator reports, and informal delegate surveys, and on the quality and promptness of grantee programmatic/administrative and financial reporting, including the accuracy of financial records.
11. For proposals that contain plans for nominations, COIL will weigh the degree to which the proposed programs advance programming priorities indicated above in the first criterion.

## **GRANT PROPOSAL OUTLINE**

Proposals and budgets should be e-mailed to COIL Program Staff Members Alexa King, Lewis Madanick, and Roksana Gabidullina at [alkin@coil.gov](mailto:alkin@coil.gov), [lmad@coil.gov](mailto:lmad@coil.gov), and [rgabidullina@coil.gov](mailto:rgabidullina@coil.gov) **Please put “2027 Open World Grant Proposal” and the name of your organization in the subject line.** Please contact us at the emails listed above if you have questions regarding this solicitation.

The COIL grants committee will review applications and respond no later than 35 calendar days after receipt of an application.

**ACTUAL DETERMINATIONS OF PARTICIPANT HOSTING LEVELS AND THE DATE OF AWARDS WILL DEPEND ON AVAILABLE FUNDING.**

**ORGANIZATIONS THAT HAVE BEEN AWARDED A GRANT TO HOST AN OPEN WORLD PROGRAM IN CALENDAR YEAR 202 ONLY NEED TO SUBMIT A HOST ORGANIZATION PROFILE FORM AND BUDGET FOR EACH DELEGATION THEY WOULD LIKE TO APPLY FOR IN THE 2027 CALENDAR YEAR PROGRAM. AWARDEES FROM 2026 DO NOT NEED TO SUBMIT A PROJECT SUMMARY, PAST EXPERIENCE, UNIQUE QUALIFICATIONS, OR WORK PLAN FOR 2027.**

**All submissions must provide the following cover sheet:**

NAME OF ORGANIZATION  
MAILING ADDRESS  
PROGRAM CONTACT – NAME, EMAIL ADDRESS, AND PHONE NUMBER  
FINANCIAL/BUDGET CONTACT – NAME, EMAIL ADDRESS, AND PHONE NUMBER

**All submissions must follow the outline below.<sup>7</sup>**

- 1. Project Summary** – A brief narrative document providing the following information:
  - Overview of your organization.
  - Estimates of your hosting capabilities, i.e., number of host communities and number of participants (delegates and facilitators) you are proposing to be hosted.
  - General description of your programming capabilities for the programs for which you are applying.
  - Descriptions of how your organization will fulfill the program objectives, programming priorities, and the requirements outlined in this solicitation, including how results will be accomplished and reported, and how participants will interact with legislators (including Members of Congress), legislative staff, and legislative entities, processes, and functions.
  - Examples of how your organization’s hosting activities and past experience will be applied to recruiting host coordinators, presenters, and host families interested in maintaining contact or developing joint projects with delegates.
  
- 2. Proposed Programs** – For each program that you propose to host for, please submit the following:
  - Detailed description of your capabilities to host in the proposed theme(s) and subtheme(s).
  - Proposed schedule of selected hosting dates (with proposed hosting sites) by country. Please prioritize the programs desired by any specific local host organization.

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<sup>7</sup> Pages 39-51 contain more information on financial management and budget requirements, including a recommended budget form.

- Sample of activities or draft agendas for programs being proposed.
- Organizations and persons participating.
- Any special resources required.

**3. Summary of your organization’s past experience with similar programs**

**4. Statements of any unique qualifications for this program**

**5. Work Plan** – The work plan is a chronological outline that demonstrates your ability to administer the grant and meet all required deadlines, including those for reporting on results and cost sharing.

**6. Budget Submission** – The budget submission is the financial expression of your organization’s proposal to become an implementing partner in the Open World program. Therefore, your budget submission needs to reflect your administration of a program that meets the objectives and theme rationales outlined above.

## **FINANCIAL PROCEDURES – 2027 GRANTS**

### **PLEASE READ CAREFULLY**

#### **I. Grant Proposals**

Every grant proposal must be accompanied by a **project budget** ideally in Excel with formulas to calculate amounts, (per instructions below) as well as the prospective grantee’s **latest audit report**.

##### **a. Budget Submission**

Budget categories should contain a **narrative description** detailing what the funds for this category will cover, and how those estimates were calculated (for example, salary costs should delineate the position, the hourly rate, the number of hours calculated, etc.).

Each budget category should include an accounting of any **cost-share contribution** the organization is providing. **Cost-share contributions are an important factor in the grant selection process.**

Organizations are encouraged to carefully consider their ability to share in the cost of the program and to offer the maximum contributions feasible. All organizations awarded grants by Open World will be required to submit cost-share report forms by April 10, 2027 or within 90 days of their final hosting activity under the grant.

Below are some **sample** categories for your budget submission. Each category in your budget proposal must provide dollar amounts accompanied by a narrative justification. When an individual category will be under \$500, you might want to combine one or more like categories. **NOTE: When preparing**

**your budget, please keep in mind that an overage of 10 percent or more in any one category will require prior written approval from COIL’s Executive Director/Budget Officer, Jane Sargus.<sup>8</sup>**

1. Personnel Compensation – Salaries and wages paid directly to your employees.
2. Personnel Benefits – Costs associated with employee benefits.
3. Local Travel and Transportation – Local travel and transportation of staff and/or local transportation for delegates.
4. Office Expenses – Postage, telephone, supplies, etc.
5. Cultural Activities & Refreshments – Receptions, admissions to events, meals, etc.
6. Sub-grants – Grants made to local implementers by your organization.

Budget submissions reflecting any General and Administrative Overhead Costs must have such costs shown as separate line items and supported by narrative justifications.

**Sample Budget Submission:**

<b>Proposed Budget for Submission</b>			
<b>Proposed Budget for Submission under the 2027 Open World Program</b>			
<b>Proposed Number of Participants:</b>			<b>A Regular Delegation is 5 delegates + 1 facilitator</b>
<b>Budget Category<sup>9</sup></b>	<b>Budget Request</b>	<b>Cost Share</b>	<b>Narrative Justification</b>
<b>Personnel Compensation</b>	<b>xx</b>	xx	xx hours for pre-program planning and xx hours when delegation arrives: (Hourly rate at \$xx)
<b>Personnel Benefits</b>	<b>xx</b>	xx	Benefits calculated @ xx% of salary
<b>Office Expenses</b>	<b>xx</b>	xx	Supplies, materials
<b>Local Travel &amp; Transportation<sup>10</sup></b>	xx	xx	Gas, tolls, parking
	xx	xx	Driver (if staff or volunteer not available)
	xx	xx	Rideshare/taxis
	xx	xx	Group vehicle rental
	<b>xxx</b>		
<b>Cultural Activities &amp; Meals</b>			
	xx	xx	Tickets to local events/venues

<sup>8</sup>Under no circumstances does obtaining Open World’s written approval for an overage in a given category permit a grantee to exceed the total amount awarded by Open World.

<sup>9</sup> Please note that Open World does not fund equipment purchases.

<sup>10</sup> Participants (delegates and their facilitator[s]) may not take public transportation to a professional activity unless the grantee gets advance approval from Open World, and a local escort must accompany the participants.

	xx	xx	Lunch at \$xx x 5 days x 6 participants
		xx	Local Home Stays
	xx	xx	1-2 evening group events
	xx	xx	Refreshments and snacks
	xxx		
<b>Overhead</b>	xxx	xxx	Overhead calculated @ xx% of total cost
	x,xxx	x,xxx	

**b. Allowable Costs**

The reasonableness, allowability, and allocation of costs for work performed under a COIL grant shall be determined in accordance with the applicable federal cost principles and the terms and conditions of the grant award.

1. **Pre-Award Costs.** Applicant organizations may include project costs incurred within the 90-calendar-day period immediately preceding the beginning date of the grant in the proposed budget. Pre-award expenditures are made at the risk of the applicant organization, and COIL is not obligated to cover such costs in the event an award is not made or is made for an amount that is less than the applicant organization anticipated.
2. **Travel Costs.** Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by those who are on official business attributable to work under a grant. Such costs may be charged on an actual basis, on a per diem or mileage basis in lieu of actual costs, or on a combination of the two, provided the method used results in charges consistent with those normally allowed by the grantee in its regular operation, as set forth in the grantee’s written travel policy. Airfare costs in excess of the lowest available commercial discount or customary standard (coach) airfare are unallowable unless such accommodations are not reasonably available to accomplish the purpose of travel. All air travel that is paid in whole or in part with COIL funds must be undertaken on U.S. air carriers unless COIL gives prior written approval for use of non-U.S. carriers.

**II. Grant Documentation and Compliance**

**a. Introduction**

Working from a comprehensive set of grant principles established by the Office of Management and Budget (OMB), COIL has identified specific rules that will apply to all grantees and subrecipients of COIL grants. These rules are explained below. It is important to become familiar with these provisions and comply with them.

Title 2 Code of Federal Regulations (CFR) Grant Agreements is the basis for all federal grants. All OMB federal grant circulars have been combined into 2 CFR Part 200. Title 2 CFR Part 200 may be referred to as the new super circular, Uniform Grant Guidance (UGG), Uniform Guidance (UG), or 2 CFR 200.

Please note that the COIL, as a legislative branch agency, is not required to apply the OMB grants-related guidance for executive branch agencies and departments found in Title 2 of the CFR. Nevertheless, it is the policy of COIL to follow this familiar grant guidance and to deviate from it only when in the best interest of the Open World program. Consequently, 2 CFR 200 will apply as customarily implemented by COIL in connection with the Open World program. For example, the requirement in 2 CFR 200.107 for clearance through OMB of any deviations to the terms of the CFR will not apply to Open World. Instead, grantees should direct any questions about COIL's implementation of the CFR to Jane Sargus, Executive Director/Budget Officer, at [jsar@coil.gov](mailto:jsar@coil.gov)

Unless otherwise specified herein, sections from the CFR, as interpreted and implemented by COIL, will be incorporated by reference into COIL grant awards.

The full text of these authorities is available as follows:

- Code of Federal Regulations, Title 2, Grants and Agreements, Part 2, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, is available online via the Government Printing Office (GPO) website at: <https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf>
- Copies of relevant authorities are also available from COIL upon request

**New Uniform Grant Guidance Flow Chart  
Code of Federal Regulations (CFR)  
Title 2 CFR Grant and Agreements**

- OMB Circulars: State and Local Governments\***
- A-87 Cost Principles
  - A-102 Grants and Cooperative Agreements with State & Local Governments
  - A-133 Audits of States, Local Governments, & Non-Profit Organizations

- Circulars: Educational Institutions and Non-Profit Organizations\***
- A-21 Cost Principles for Educational Institutions
  - A-122 Cost Principles for Non-Profit Organizations
  - A-110 Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations
  - A-133 Audits of States, Local Governments, & Non-Profit Organizations

- Code of Federal Regulations (CFR)**  
**Title 2 CFR Grant and Agreements**  
**Part 200 Uniform Guidance**
- **Subpart A** – Acronyms and Definitions
  - **Subpart B** – General Provisions
  - **Subpart C** – Pre-Federal Awards Requirements & Contents of Federal Awards
  - **Subpart D** – Post-Federal Awards Requirements
  - **Subpart E** – Costs Principles
  - **Subpart F** – Audit Regulations

- Subpart A – Acronyms and Definitions**
- A-21
  - A-87
  - A-102
  - A-110
  - A-122
  - A-133

- Subpart B – General Provisions**
- A-21
  - A-87
  - A-102
  - A-110
  - A-122
  - A-133

- Subpart C – Pre-Federal Awards Requirements & Contents of Federal Awards**
- A-102
  - A-110

- Subpart D – Post-Federal Awards Requirements**
- A-102
  - A-110

- Subpart E – Costs Principles**
- A-21
  - A-87
  - A-122

- Subpart F – Audit Regulations**
- A-133

## **b. Basic Grantee Responsibilities**

The grantee holds full responsibility for the conduct of project activities under a COIL award, for adherence to the award conditions, and for informing COIL during the course of the grant of any significant programmatic, administrative, or financial problems that arise. In accepting a grant, the grantee assumes the legal responsibility of administering the grant in accordance with these requirements and of maintaining documentation, which is subject to audit, of all actions and expenditures affecting the grant. Failure to comply with the requirements of the award could result in suspension or termination of the grant and COIL's recovery of grant funds. The grantee also assumes full legal responsibility for any contracts entered into relating to the grant program.

## **c. Compliance with Federal Law**

Applicant organizations must certify that their programs operate in compliance with the requirements of various federal statutes and their implementing regulations. These are described below. Grantees are also required to obtain an executed certification of compliance with these statutes from all organizations that are subrecipients under a COIL grant.

1. **Nondiscrimination.** Grants are subject to the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (as amended), Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination Act of 1975 (as amended), and the regulations issued pursuant thereto. Therefore, no person on grounds of race, color, national origin, disability, or age shall be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under a program funded by COIL. In addition, if a project involves an educational activity or program, as defined in Title IX of the Education Amendments of 1972, no person on the basis of sex shall be excluded from participation in the project.
2. **Lobbying Activities.** The Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, prohibits recipients of federal contracts, grants, and loans from using appropriated funds to influence the executive or legislative branches of the federal government in connection with a specific contract, grant, cooperative agreement, loan, or any other award covered by § 1352. 18 U.S.C. 1913 makes it a crime to use funds appropriated by Congress to influence members of Congress regarding congressional legislation or appropriations. Finally, 2 CFR Part 200.450 identifies activities that are unallowable "lobbying" charges to grant funds or cost sharing.
3. **Drug-Free Workplace.** The Drug-Free Workplace Act of 1988, 41 U.S.C. 701, requires grantees to have an on-going drug-free awareness program; to publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace; to maintain evidence that this statement was given to each employee engaged in the performance of the grant; and to identify in the funding proposal or to keep on file in its office the place(s) where grant activities will be carried out.
4. **Debarment and Suspension.** Applicant-organization principals must not be presently debarred or suspended or otherwise excluded from or ineligible to participate in federal assistance programs. An applicant or grantee organization shall provide immediate written

notice to COIL Grants Officer if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Grantees shall not make or permit any subgrant or contract to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs. Grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs

**Grantee organizations must complete two forms annually in reference to the above: Disclosure of Lobbying Activities (Form LLL) and Assurances – Non-Construction Programs (Form 424B). Both forms will be provided by COIL.**

### **III. Grant Period and Extensions**

**Grant Period** - The grant period is the span of time during which the grantee has the authority to obligate grant funds and undertake project activities. However, when approved by COIL, a grantee may incur necessary project costs in the 90-day period prior to the beginning date of the grant period. **All 2027 grants will begin on January 1, 2027, and end no later than March 31, 2028.**

**Final Program Report** - A **final program report** on the overall administration of Open World grant and hosting activities, including recommendations for future program changes and a description of outcomes achieved, **must be submitted by the grantee organization within 90 days of its final hosting activity under the grant.**

**Financial Reports** - **Final federal financial reports** for National Grants are due for the period ending March 31, 2028 to COIL no later than April 10, 2027, unless a later date is agreed to in writing by COIL. Please note that grantees are encouraged to submit all final financial documentation with the final program report by ninety (90) days after the completion of programming activities. See Section IV for detailed information on quarterly financial reporting.

**Extension of Grant** - COIL may authorize a one-time extension of the expiration date established in the initial grant award if additional time is required to complete the original scope of the project with the funds already made available. A single extension that shall not exceed 2 months may be made for this purpose, provided it is made prior to the original expiration date. Grant periods will not be extended merely for using the unliquidated balance of project funds.

### **IV. Reporting Requirements**

Each organization awarded a grant by COIL is required to submit by e-mail the following reports. **Please include the Open World Grant Number (e.g., COIL-1976) in the e-mail's subject line each time a report is submitted. Failure to meet these deadlines will negatively affect consideration for future grants from COIL.**

#### **a. Federal Financial Reports (Standard Form 425)**

A Federal Financial Report (Standard Form 425) is required for each grant awarded and still open. The quarterly reporting periods are:

1. January 1–March 31, 2027 (Due by 4/10/2027)
2. April 1–June 30, 2027 (Due by 7/10/2027)
3. July 1–September 30, 2027 (Due by 9/30/2027)
4. October 1–December 31, 2027 (Due by 1/10/2028)
5. January 1–March 31, 2028 (Due 4//2028)

**When submitting Federal Financial Reports, please include the Open World Grant Number in the e-mail’s subject line.**

**b. Cost Share Report**

A Cost Share Report (form provided by COIL) must be completed no later than April 10, 2028 for National Grantees and within 90 days of their final hosting activity under the grant for direct grantees. The report must identify all cost-share contributions made toward the program for which the grant was given. When submitting, please include the Open World Grant Number in the e-mail’s subject line.

**c. Final Financial Reports**

In addition to the Final Program Report, the following documents must be submitted to close a grant:

1. Final Federal Financial Report (Form 425)
2. Request for Advance or Reimbursement (Form 270), if appropriate, and marked “Final”
3. A Variance Report that compares actual expenditures by major budget categories against the grant award budget categories. The variance report shall give the following data: approved budget categories; amount approved for each category; amount expended in each category; and the percent over/under the approved budget amount in each category.

**NOTE: Please keep in mind that an overage of 10 percent or more in any one category would have required prior written approval from the Congressional Office for International Leadership’s Budget Officer.**

4. Cost Share Report (form provided by COIL).

Final Financial Reports for National Grantees for the period ending March 31, 2028 must be submitted to COIL no later than April 10, 2028, unless a later date is agreed to in writing by COIL, and within 90 days of their final hosting activity under the grant for direct grantees. When submitting, please include the Open World Grant Number in the e-mail’s subject line.

**V. Payments and Interest**

Grantees may be paid on an advance basis, unless otherwise specified in the grant award, and payment will be effected through electronic funds transfer. Whenever possible, advances should be deposited and maintained in insured accounts. Grantees are also encouraged to use women-owned and minority-owned banks (banks that are owned at least 50 percent by women or minority group members).

- a. **Payment Requests.** Requests for advance payment shall be limited to no more than 50 percent of the funds remaining on the grant, with the expectation that the advance will be used within a thirty-day period from when it is requested, unless otherwise specified by COIL. Grant funds that have been advanced but are unspent at the end of the grant period must be returned to COIL. **Grantees must make every effort to avoid requesting advance payment of funds that then are not used.**
- b. **Interest on Grant Funds.** All grantees, except states (see glossary), are required to maintain advances of federal funds in interest-bearing accounts unless the grantee receives less than \$120,000 per year in advances of grant funds or the most reasonably available interest-bearing account would not earn more than \$250 per year on the federal cash balance, or would entail bank services charges in excess of the interest earned. Interest that is earned on advanced payments shall be remitted to COIL.
- c. **Requesting Reimbursement or Advance.** When requesting reimbursement or advance of funds, the federal form Request for Advance or Reimbursement of Funds (Form 270) must be used. Grantees must clearly mark in their documentation for requesting funds whether the request is for a **partial** advance payment, **reimbursement**, or the **final close-out payment of the grant**. **NOTE: If the request is for an advance of funds, the “period covered” must state a time period subsequent to the request. If the request is for a reimbursement of funds, the “period covered” must state a time period prior to the request. It is also possible to request both a partial reimbursement and an advance, and in this case the beginning date must be in the past and the ending date in the future. The period covered by any request for funds cannot overlap with a period from a previous request.**

## VI. Budget Revisions

The project budget is the schedule of anticipated project expenditures that is approved by COIL for carrying out the purposes of the grant. When grantees or third parties support a portion of the project costs, the project budget includes the nonfederal as well as the federal share of project expenses. All requests for budget revisions must be signed by the recipient organization’s grant administrator and submitted to COIL.

Within 14 calendar days from the date of receipt of the request for budget revision, COIL will review the request and notify the grantee whether or not the budget revision has been approved. **NOTE: Budget categories are firm, and any overage in expenditure in a particular category of more than 10 percent must be approved by COIL in advance. Under no circumstances does obtaining COIL’s written approval for an overage in a given category permit a grantee to exceed the total amount awarded by COIL.**

Grantees must obtain prior written approval from COIL whenever a budget revision is necessary because of:

- the transfer to a third party (by sub-granting, contracting, or other means) of any work under a grant (COIL approval is not required for third-party transfers that were described in the approved project plan, or for the purchase of supplies, materials, or general support services);
- the addition of costs that are specifically disallowed by the terms and conditions of the grant award;
- the transfer of funds from one budget category to another in excess of 10 percent of each category; or
- changes in the scope or objectives of the project.

## **VII. Organizational Prior Approval System**

The recipient organization is required to have written procedures in place for reviewing and approving in advance proposed administrative changes such as:

- a. the expenditure of project funds for items that, under the applicable cost principles, normally require prior agency approval;
- b. the one-time extension of a grant period;
- c. the incurring of project costs prior to the beginning date of an award; and
- d. budget revisions that involve the transfer of funds among budget categories.

**1. Purpose.** The procedures for approving such changes are sometimes referred to as an “organizational prior approval system.” The purpose of such a system is to ensure that:

- all grant actions and expenditures are consistent with the terms and conditions of the award, as well as with the policies of COIL and the recipient organization;
- any changes that may be made do NOT constitute a change in the scope of the project; and
- any deviation from the budget approved by COIL is necessary and reasonable for the accomplishment of project objectives and is allowable under the applicable federal cost principles.

**2. Requirements.** Although grantees are free to design a prior approval system that suits their particular needs and circumstances, an acceptable system must at a minimum include the following:

- the procedure for review of proposed changes must be in writing;
- proposed changes must be reviewed at a level beyond the project director;

- whenever changes are approved, the grantee institution has to retain documentation of the approval for three years following the submission of the final financial report.

## **VIII. Cost Sharing and Cost-Sharing Records**

While COIL tries to fund as many of the project activities as is fiscally possible, a grantee is expected to share in project expenses as much as possible and at the level indicated in its approved project budget. Grantees must maintain auditable records of all project costs whether they are charged to grant funds or supported by cost-sharing contributions. All cash and in-kind contributions to a project that are provided by a grantee or a third party are acceptable as cost sharing when such contributions meet the following criteria:

- Are verifiable from the grantee's records;
- Are not included as contributions for any other federally assisted program;
- Are necessary and reasonable for the proper and efficient accomplishment of project objectives;
- Are types of charges that would be allowable under the applicable cost principles;
- Are used to support activities that are included in the approved project work plan;
- Are incurred during the grant period.

Contributions such as property, space, or services that a grantee donates to a project are to be valued in accordance with the applicable federal cost principles and not on the basis of what would normally be charged for the use of these items or services. When cost sharing includes third-party in-kind contributions, the basis for determining the valuation of volunteer services and donated property or space must be documented and must conform to federal principles. Appendix 3 illustrates the cost-share report form [with instructions] that COIL will provide to grantees and local hosts to aid them in estimating cost-share totals. The form/s are due to COIL by April 10, 2028 for National Grantees, accompanied by an overview report, and within 90 days of their final hosting activity under the grant for direct grantees.

## **IX. Suspension and Termination**

### **a. Grants may be terminated in whole or in part:**

- by COIL if the grantee materially fails to comply with the terms and conditions of an award;
- by COIL with the grantee's consent, in which case the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion of the project to be terminated; or
- by the grantee, upon sending to COIL via fax or e-mail written notification—followed by signed documents sent via overnight or express delivery PER ARRANGEMENTS MADE BY CONTACTING OPEN WORLD EXECUTIVE

DIRECTOR JANE SARGUS AT (202) 707-8943—setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion of the project to be terminated. However, if COIL determines that the reduced or modified portion of the grant will not accomplish the purposes for which the grant was made, it may terminate the grant in its entirety either unilaterally or with the grantee’s consent.

- b. Suspension or Termination for Cause.** When COIL determines that a grantee has failed to comply with the terms of the grant award, COIL may suspend or terminate the grant for cause. Normally, this action will be taken only after the grantee has been notified of the deficiency and given sufficient time to correct it, but this does not preclude immediate suspension or termination when such action is required to protect the interests of COIL. In the event that a grant is suspended and corrective action is not taken within 90 days of the effective date, COIL may issue a notice of termination.
- c. Allowable Costs.** No costs that are incurred during the suspension period or after the effective date of termination will be allowable except those that are specifically authorized by the suspension or termination notice or those that, in the opinion of COIL, could not have been reasonably avoided.
- d. Report and Accounting.** Within 30 days of the termination date, the grantee shall furnish to COIL a summary of progress achieved under the grant, an itemized accounting of charges incurred against grant funds and cost sharing prior to the effective date of the suspension or termination, and a separate accounting and justification for any costs that may have been incurred after this date.
- e. Termination Review Procedures.** If the grantee has received a notice of termination, the grantee may request review of the termination action. The grantee request for review must be sent via overnight or express delivery [PER ARRANGEMENTS MADE BY CONTACTING COIL EXECUTIVE DIRECTOR JANE SARGUS AT (202) 707-8943] no later than 30 days after the date of the termination notice and should be addressed to the Chairman of the Board, Congressional Office for International Leadership, Library of Congress, 101 Independence Ave., S.E., Washington, DC 20540-9980.

A request for review must contain a full statement of the grantee’s position and the pertinent facts and reasons supporting it. The grantee’s request will be acknowledged promptly, and a review committee of at least three individuals will be appointed. Pending the resolution of the review, the notice of termination will remain in effect.

None of the review-committee members will be among those individuals who recommended termination or were responsible for monitoring the programmatic or administrative aspects of the awarded grant. The committee will have full access to all relevant COIL background materials. The committee may also request the submission of additional information from the recipient organization or from COIL staff and, at its discretion, may meet with representatives of both groups to discuss the pertinent issues. All review activities will be fully documented by the committee. Based on its review,

the committee will present its written recommendation to the Chairman of the Board of COIL, who will advise the parties concerned of the final decision.

## **X. Financial Management Standards**

Grantee financial management systems must meet the following standards:

- a. **Accounting System.** Grantees must have an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to each federally sponsored project. Accounting records must contain information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, outlays, and income. These records must be maintained on a current basis and balanced at least quarterly.
- b. **Source Documentation.** Accounting records must be supported by such source documentation as canceled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, contractual and consultant agreements, and subaward documentation. All supporting documentation should be clearly identified with the grant and general ledger accounts that are to be charged or credited.
  - (1) The documentation required for salary charges to grants is prescribed by the cost principles applicable to the grantee organization. If an applicant organization anticipates salary changes during the course of the grant, those charges must be included in the budget request.
  - (2) Formal agreements with independent contractors, such as consultants, must include a description of the services to be performed, the period of performance, the fee and method of payment, an itemization of travel and other costs that are chargeable to the agreement, and the signatures of both the contractor and an appropriate official of the grantee organization.
- c. **Third-Party Contributions.** Cash contributions to the project from third parties must be accounted for in the general ledger with other grant funds. Third-party in-kind (non-cash) contributions are not required to be recorded in the general ledger, but must be under accounting control, possibly through the use of a memorandum ledger. If third-party in-kind (non-cash) contributions are used on a project, the valuation of these contributions must be supported with adequate documentation.
- d. **Internal Control.** Grantees must maintain effective control and accountability for all cash, real and personal property, and other assets. Grantees must adequately safeguard all such property and must provide assurance that it is used solely for authorized purposes. Grantees must also have systems in place that ensure compliance with the terms and conditions of each grant award.
- e. **Budget Control.** Records of expenditures must be maintained for each grant project by the cost categories of the approved budget (including indirect costs that are charged to the

project), and actual expenditures are to be compared with budgeted amounts no less frequently than quarterly. COIL approval is required for certain budget revisions.

- f. Cash Management. Grantees must also have written procedures to minimize the time elapsing between the receipt and the disbursement of grant funds to avoid having excessive federal funds on hand. Requests for advance payment shall be limited to immediate cash needs and are not to exceed anticipated expenditures for a 30-day period. Grantees must ensure that all grant funds are obligated during the grant period and spent no later than 60 days after the end of the grant period.

## **XI. Record Retention and Audits**

Grantees must retain financial records, supporting documentation, statistical records, and all other records pertinent to the grant for three years from the date of submission of the final expenditure report. If the three-year retention period is extended because of audits, appeals, litigation, or the settlement of claims arising out of the performance of the project, the records shall be retained until such audits, appeals, litigation, or claims are resolved. Unless court action or audit proceedings have been initiated, grantees may substitute digital or scanned copies of original records.

COIL, the Comptroller General of the United States, the Inspector General of the Library of Congress (on behalf of COIL), and any of their duly authorized representatives shall have access to any pertinent books, documents, papers, and records of a grantee organization to make audits, examinations, excerpts, transcripts, and copies. Further, any contract in excess of the simplified acquisition threshold (currently \$250,000) that grantees negotiate for the purposes of carrying out the grant project shall include a provision to the effect that the grantee, COIL, the Comptroller General, the Inspector General of the Library of Congress, or any of their duly authorized representatives shall have access for similar purposes to any records of the contractor that are directly pertinent to the project.

# Appendix 1

## Procurement Guidelines

### I. Procurement Responsibility

The standards contained in this section do not relieve the grantee of the contractual responsibilities arising under its contracts. The grantee is the responsible authority, without recourse to COIL regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in support of a grant project. Matters concerning the violation of a statute are to be referred to such federal, state, or local authority as may have proper jurisdiction.

The grantee may determine the type of procurement instrument used, e.g., fixed price contracts, cost reimbursable contracts, incentive contracts, or purchase orders. The contract type must be appropriate for the particular procurement and for promoting the best interest of the program involved. The “cost-plus-a-percentage-of-cost” or “percentage of construction cost” methods shall not be used.

### II. Procurement Standards

When grantees procure property or services under a grant, their procurement policies must adhere to the standards set forth below. Subrecipients of grant funds are subject to the same policies and procedures as the grantee.

- a. Contract Administration.** Grantees shall maintain a system for contract administration that ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Grantees shall evaluate contractor performance and document, as appropriate, whether or not contractors have met the terms, conditions, and specifications of the contract. Should performance be found unacceptable, compensation under the contract purchase order should reflect the deficiencies.
- b. Ethical Standards of Conduct.** Grantees shall maintain a written standard of conduct for awarding and administering contracts. No employee, officer, or agent of the recipient organization shall participate in the selection, or in the awarding or administration, of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for a contract: the employee, officer, or agent; any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of the preceding.

Grantee officers, employees, and agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. However, grantees may set standards governing when the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by grantee officers, employees, or agents.

- c. Open and Free Competition.** All procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Grantees should be alert to organizational conflicts of interest or noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals should be excluded from competing for such procurements. Awards shall be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to the grantee, price, quality, and other factors considered. Solicitations shall clearly set forth all requirements that the bidder/offeror must fulfill in order for the bid/offer to be evaluated by the grantee. When it is in the grantee's interest to do so, any bid/offer may be rejected.
- d. Small, Minority-Owned, and Women's Business Enterprises.** The grantee shall make positive efforts to assure that small businesses, minority-owned firms, and women's business enterprises are used whenever possible. Organizations receiving federal awards shall take all the steps outlined below to further this goal. This shall include:
1. Placing qualified small, minority and women's business enterprises on solicitation lists;
  2. Assuring that these businesses are solicited whenever they are potential sources;
  3. Contracting with consortiums of small, minority-owned, or women's business enterprises, when a contract is too large for one of these firms to handle individually;
  4. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency; and
  5. Considering in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.

### **III. Procurement Procedures**

Grantees must have formal procurement procedures. Proposed procurements are to be reviewed to avoid the purchase of unnecessary or duplicative items.

- a. Solicitations.** Solicitations for goods and services shall provide the following:
1. A clear and accurate description of the technical requirements for the material, product, or service to be procured. In competitive procurements, such a description shall not contain features that unduly restrict competition.

2. Requirements that the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals.
3. Whenever practicable, a description of technical requirements in terms of the functions to be performed or the performance required, including the range of acceptable characteristics or minimum acceptable standards.
4. The specific features of “brand name or equal” descriptions that bidders are required to meet when such items are included in the solicitation.
5. Preference, to the extent practical and economically feasible, for products and services that conserve natural resources, protect the environment, and are energy efficient.

**b. Selecting Contractors.** Contracts will be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration should be given to such matters as contractor integrity, the record of past performance, financial and technical resources or accessibility to other necessary resources.

1. Some form of price or cost analysis should be made in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicia, together with discounts. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability, and allowability.
2. Procurement records and files for purchases in excess of the simplified acquisition threshold (currently \$250,000) shall include the basis for contractor selection, justification for lack of competition when competitive bids or offers are not obtained, and the basis for award cost or price.

#### **IV. Contract Provisions**

**a. Contracts in Excess of \$250,000.** All contracts in excess of \$250,000 established under the grant award from COIL must provide for:

1. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and such remedial actions as may be appropriate.
2. Termination for cause and for convenience by the grantee, including the manner by which it will be effected and the basis for settlement. In addition, these contracts shall also contain a description of the conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.
3. Access by the recipient organization, COIL, the Comptroller General of the United States, or any other duly authorized representatives to any books, documents,

papers, and records of the contractor that are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

**b. Standard Clauses.** All contracts, including small purchases, shall contain the following provisions as applicable:

1. **Equal Employment Opportunity.** All contracts awarded by the grantee and the grantee's contractors and subrecipients having a value of more than \$10,000 must contain a provision requiring compliance with Department of Labor regulations (41 CFR, Part 60).
2. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).** Contractors who apply or bid for an award of \$250,000 or more must file a certification with the grantee stating that they will not and have not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, cooperative agreement, loan, or any other award covered by 31 U.S.C. 1352. Such contractors must also disclose to the grantee any lobbying that takes place in connection with obtaining any federal award.
3. **Debarment and Suspension.** No contracts shall be made to parties listed on the General Services Administration's Lists of Parties Excluded From Federal Procurement or Nonprocurement Programs. These lists contain the names of contractors debarred, suspended, or proposed for debarment by agencies, and contractors declared ineligible under other statutory or regulatory authority. Grantees must obtain a certification regarding debarment and suspension from all subrecipients and from all parties with whom they contract for goods or services when (a) the amount of the contract is \$250,000 or more, or (b) when, regardless of the amount of the contract, the contractor will have a critical influence or substantive control over the covered transaction. Such persons would be project directors and providers of federally required audit services. Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities. Contractors shall adhere to FAR Clause 52.204-23 and shall include the clause in all subrecipients agreements, contracts or purchase orders.

## **V. Other Federal Guidance**

- a. Buy American Act.** Consistent with the Buy American Act, 41 U.S.C. 10a-c and Public Law 105-277, grantees and subrecipients who purchase products with grant funds should purchase only American-made equipment and products.

- b. Welfare-to-Work Initiative.** To supplement the welfare-to-work initiative, grantees are encouraged, whenever possible, to hire welfare recipients and to provide additional needed training and/or mentoring.

# APPENDIX 2

## Cost Principles

### I. Introduction

2 CFR 200 contains a comprehensive explanation of which costs are allowable under a government grant, how to determine whether a cost is reasonable, and how direct and indirect costs should be allocated. Applicant organizations may obtain a paper copy from COIL or read the full text online by going to <https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf>.

### II. Basic Definitions

2 CFR 200 describes:

- a. Allowable Costs.** To be allowable under an award, costs must meet the following general criteria:
1. Be reasonable for the performance of the award and be allocable thereto under these principles.
  2. Conform to any limitations or exclusions set forth in these principles or in the award as to types or amount of cost items.
  3. Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the organization.
  4. Be accorded consistent treatment.
  5. Be determined in accordance with generally accepted accounting principles.
  6. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or a prior period.
  7. Be adequately documented.
- b. Reasonable Costs.** A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs. In determining the reasonableness of a given cost, consideration shall be given to:
1. Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the organization or the performance of the award.
  2. The restraints or requirements imposed by such factors as generally accepted sound business practices, arms-length bargaining, federal and state laws and regulations, and terms and conditions of the award.

3. Whether the individuals concerned acted with prudence in the circumstances, considering their responsibilities to the organization, its members, employees, and clients, the public at large, and the federal government.
  4. Significant deviations from the established practices of the organization that may unjustifiably increase the award costs.
- c. **Allocable Costs.** A cost may be allocated to the recipient organization’s grant in accordance with the relative benefits received. A cost is allocable to a federal award if it is treated consistently with other costs incurred for the same purpose in like circumstances and if it:
- Is incurred specifically for the award.
  - Benefits both the award and other work and can be distributed in reasonable proportion to the benefits received, or
  - Is necessary to the overall operation of the organization, although a direct relationship to any particular cost objective cannot be shown.
  - Any cost allocable to a particular award or other cost objective under these principles may not be shifted to other federal awards to overcome funding deficiencies, or to avoid restrictions imposed by law or by the terms of the award.

### III. Potential Costs

2 CFR 200.420 describes 55 types of costs and explains when they are allowable and when they are not. Some of the potential costs covered by the CFR are not relevant to COIL projects. Please note that costs marked with an “X” in the list below are **never** allowable and must not be included in an applicant organization’s budget for COIL activities or in a grantee’s requests for payment. Other costs on the list may be unallowable in certain circumstances. Please refer to the CFR for explanations and contact COIL with any questions.

Failure to mention a particular item of cost is not intended to imply that it is unallowable; rather, determination as to allowability in each case should be based on the treatment or principles provided for similar or related items of cost.


1. Advertising and public relations
2. Advisory councils
- X 3. Alcoholic beverages
4. Alumni/ae activities
5. Audit services
- X 6. Bad debts
7. Bonding costs

8. Collections of improper payments
9. Commencement and convocation costs
10. Compensation – personal services
11. Compensation – fringe benefits
12. Conferences
- X 13. Contingency provisions
14. Contributions and donations
15. Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements
16. Depreciation
17. Employee health and welfare costs
18. Entertainment costs
- X 19. Equipment and other capital expenditures
20. Exchange rates
- X 21. Fines, penalties, damages and other settlements
- X 22. Fund raising and investment management costs
- X 23. Gains and losses on disposition of depreciable assets
24. General costs of government
- X 25. Goods or services for personal use
26. Idle facilities and idle capacity
27. Insurance and indemnification
28. Intellectual property
- X 29. Interest
- X 30. Lobbying
- X 31. Losses on other awards or contracts
32. Maintenance and repair costs
33. Materials and supplies costs, including costs of computing devices
34. Memberships, subscriptions, and professional activity costs
- X 35. Organization costs
36. Participant support costs
37. Plant and security costs
38. Pre-award costs
39. Professional service costs
40. Proposal costs
41. Publication and printing costs
42. Rearrangement and reconversion costs
43. Recruiting costs
44. Relocation costs of employees
45. Rental costs of real property and equipment
46. Scholarships and student aid costs
47. Selling and marketing costs
48. Specialized service facilities
- X 49. Student activity costs
50. Taxes (including Value Added Tax)
51. Termination costs
52. Training and education costs
53. Transportation costs
54. Travel costs
55. Trustees

# APPENDIX 3

## Cost-Share Report Form and Instruction Sheet

Below are illustrations of the form and instruction sheet that COIL will provide to grantees to aid them and local host coordinators (sub grantees) in reporting cost share. The actual form is a spreadsheet that calculates totals automatically.

 <b>CONGRESSIONAL OFFICE FOR INTERNATIONAL LEADERSHIP</b>		<b>Congressional Office for International Leadership</b> Tel 202.707.8943					
<b>I. Identifying Information:</b>							
Grantee:							
Grant Number:							
Program Theme:							
Program Dates:		Date Form Completed:					
<b>II. REQUIRED COST SHARE:</b>							
	Column 1		Column 2		Column 3		Column 4
<b>Homestay value:</b>		# of Nights	X	# of Participants	X	Unit Value	= Cost Share
Number of nights with home hosts:		<input type="text"/>		<input type="text"/>		<input type="text"/>	= <input type="text" value="\$0.00"/>
		<a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a>					
<b>Donated meals:</b>		# of Meals		# of Participants		Unit Value	= Cost Share
Breakfasts:		<input type="text"/>	X	<input type="text"/>	X	<input type="text"/>	= <input type="text" value="\$0.00"/>
Lunches:		<input type="text"/>	X	<input type="text"/>	X	<input type="text"/>	= <input type="text" value="\$0.00"/>
Dinners:		<input type="text"/>	X	<input type="text"/>	X	<input type="text"/>	= <input type="text" value="\$0.00"/>
		<a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a>					
		<b>SUBTOTAL:</b>					
		<b>\$0.00</b>					
<b>Volunteer/host driving in their own cars:</b>		Miles		Price per mile			= Cost Share
Total miles all drivers:		<input type="text"/>	X	<input type="text" value="\$0.70"/>			= <input type="text" value="\$0.00"/>
		<a href="http://www.gsa.gov/personal_vehicle_mileage">http://www.gsa.gov/personal_vehicle_mileage</a>					
<b>Volunteer time:</b>		Hours		Cost per hour			= Cost Share
Other unpaid hours (staff, presenter, etc.):		<input type="text"/>	X	<input type="text" value="\$33.49"/>			= <input type="text" value="\$0.00"/>
		<a href="https://nlctb.org/tips/value-of-volunteer-time/">https://nlctb.org/tips/value-of-volunteer-time/</a>					
		<b>SUBTOTAL REQUIRED COST SHARE:</b>					
		<b>\$0.00</b>					
<b>III. OPTIONAL SECTION</b>							
Items received for free or at a discount, or that you are not claiming reimbursement for:							
<b>Item Description</b>							<b>Value</b>
<b>SUBTOTAL OPTIONAL COST SHARE:</b>							<b>\$0.00</b>
<b>Grand Total Cost Share:</b>							<b>\$0.00</b>

## COIL Cost Share Report Form Instruction Sheet

The COIL Cost-Share Report Form is designed to be a quick electronic tool for calculating in-kind contributions. Although the form can be printed and filled out by hand, COIL recommends using it on-screen, as the Excel file has all of the formulas loaded into it. If you are a local host coordinator, you must e-mail the completed form to your grantee, along with all other final financial documentation, or you may mail a printout of it along with hard copies of final financial documentation to your grantee. Sending this documentation via e-mail is preferred. All cost share estimation forms are due to COIL by April 10, 2027 for National Grantees, accompanied by a summary report, and within 90 days of their final hosting activity under the grant for direct grantees.

Note that the form has three sections. The “Identifying Information” and “Required Cost Share” sections must be filled out in their entirety. The default amounts provided in Columns 2 and 3 are only estimates—please use the web links provided to find the amounts that apply to your state. There is no need to provide official documentation supporting the dollar amounts entered. The “Optional Section” is provided for you to list any other relevant in-kind contributions you choose. If you have any questions about these instructions, please contact Grants Manager Jennifer Volfson at 202-875-4128 or [jvolfson@coil.gov](mailto:jvolfson@coil.gov).

### INSTRUCTIONS

#### ***IDENTIFYING INFORMATION:***

1. List your organization’s name. If a sub grantee is completing the form, please list first the primary grantee organization followed by the sub grantee organization.
2. Fill in the Open World Grant Number (e.g., COIL—1976).
3. List the theme and dates of your program.
4. Note the form’s completion date.

#### ***REQUIRED COST SHARE:***

##### ***Homestay value:***

1. Complete Column 1 with the number of nights of homestay provided to participants (delegates plus facilitator[s]).
2. Complete Column 2 with the number of participants to whom homestays were provided.
3. Column 3: Use the provided web link to check whether you may claim a higher unit value than the default value in Column 3 (based on your state). If you can, enter the higher value into the box titled “Unit Value.”
4. Column 4 will automatically populate.

##### ***Donated meals:***

1. Complete Column 1 with the number of meals donated to the participants. (NOTE: This may include meals provided by homestay hosts, banquets, group breakfasts, etc.)
2. Complete Column 2 with the number of participants for each different type of donated meal (delegates plus facilitator[s]).
3. Column 3: Use the provided web link to check whether you may claim a higher unit value than the default value in Column 3 (based on your state). If you can, enter the higher value into the box titled “Unit Value.”
4. Column 4 will automatically populate, as will the “Subtotal” amount.

***Volunteer/hosts driving in their own cars:***

1. Complete Column 1 with the total number of miles donated in the process of transporting participants.
2. Column 2: Use the provided web link to check whether you may claim a higher unit value than the default value in Column 2 (based on your state). If you can, enter the higher value into the box titled “Price per mile.”
3. Column 4 will automatically populate.

***Volunteer time:***

1. Complete Column 1 with the number of volunteer hours donated in the appropriate category.
2. Column 2: Use the provided link in this section to check the national rate for the value of a volunteer, from the Nonprofit Leadership Center.
3. Column 4 will automatically populate.

“Subtotal Required Cost Share” will automatically populate.

***OPTIONAL SECTION:***

**Examples of items that might be noted in this section include donated gifts for delegates, discounts or free tickets for entertainment, donated overhead or administrative fees, and receptions.**

1. Provide a brief but complete description of each in-kind contribution.
2. Enter the appropriate value amount for each contribution.
3. The “Subtotal Optional Cost Share” amount and the “Grand Total Cost Share” amount will automatically populate.

## **APPENDIX 4**

### **Glossary of Terms**

**Cash Contributions** - The cash outlay for budgeted project activities, including the outlay of money contributed to the grantee by third parties.

**Cost Sharing** - The portion of the costs of a project not charged to COIL funds. This would include cash contributions (as defined above) as well as the value of third-party in-kind contributions.

**Debarment** - The ineligibility of a grantee to receive any assistance or benefits from the federal government, either indefinitely or for a specified period of time, based on legal proceedings taken pursuant to agency regulations.

**Equipment** - Tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

**Federally Recognized Tribal Government** - The governing body or a governmental agency of any Indian tribe, Indian band, nation, or other organized group or community certified by the Secretary of the Interior as eligible for the special programs and services provided through the Bureau of Indian Affairs.

**Grant** - A legal instrument that provides financial assistance in the form of money or property to an eligible recipient. The term includes cooperative agreements but it does not apply to technical assistance, which provides services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. The term does not include fellowships or other lump sum awards for which the recipient is not required to provide a financial accounting.

**Grant Administrator** - The member of the grantee organization who has the official responsibility for administering the grant, e.g., for negotiating budget revisions, overseeing the submission of required reports, and ensuring compliance with the terms and conditions of the grant.

**Grant Period** - The period established in the grant award during which COIL activities and expenditures are to occur.

**Grantee** - The organization to which a grant is awarded and which is accountable for the use of the funds provided.

**Grants Officer** - COIL staff member so designated by the Executive Director.

**In-Kind Contributions** - The value of noncash contributions provided by third parties. In-kind contributions may be in the form of charges for real property and equipment or the value of goods and services directly benefitting and specifically identifiable to the project.

**Intangible Property** - Includes, but is not limited to, trademarks; copyrights; patents and patent applications.

Local Government - A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of government, any other regional or interstate government entity, or any agency or instrumentality of a local government.

Obligation - The amounts of orders placed, contracts and grants awarded, goods and services received, and similar transactions during the grant period that will require payment.

Program Income - Money that is earned or received by a grantee or a subrecipient from the activities supported by grant funds or from products resulting from grant activities. It includes, but is not limited to, income from fees for services performed and from the sale of items fabricated under a grant; admission fees; broadcast or distribution rights; and royalties on patents and copyrights.

Project Funds - Both the federal and nonfederal funds that are used to cover the cost of budgeted project activities.

Simplified Acquisition Threshold - This term replaces “small purchase threshold,” and the threshold is currently set at \$250,000 [41 U.S.C. 1908].

State - Any of the several states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any agency or instrumentality of a state exclusive of local governments, institutions of higher education, and hospitals.

Sub grant - An award of financial assistance in the form of money or property, made under a grant by a grantee to an eligible sub recipient or by a sub recipient to a lower-tier sub recipient. The term includes financial assistance, which is provided by any legal agreement, even if the agreement is called a contract, but it does not include the procurement of goods and services nor does it include any form of assistance that is excluded from the definition of a “grant.”

Sub recipient (Sub grantee) - The legal entity to which a sub grant is awarded and which is accountable to the grantee for the use of the funds provided.

Supplies - All personal property excluding equipment and intangible property, as defined in this glossary.

Suspension -

(1) The suspension of a grant is the temporary withdrawal of COIL sponsorship page This includes the withdrawal of authority to incur expenditures against grant funds, pending corrective action, or a decision to terminate the grant.

(2) The suspension of an individual or organization that causes that party to be temporarily ineligible to receive any assistance and benefits from the federal government pending the completion of investigation and legal proceedings as prescribed under agency regulations. Such actions may lead to debarment of the grantee.

Termination - Cancellation of COIL sponsorship of a project, including the withdrawal of authority to incur expenditures against previously awarded grant funds before that authority would otherwise expire.

# APPENDIX 5 Host Organization Profile Form



CONGRESSIONAL OFFICE FOR  
**INTERNATIONAL  
LEADERSHIP**

## Host Organization Profile Form

**Instructions:** The information provided in this form will be used by the Open World Leadership Center and its logistical contractor to finalize your hosting dates and identify program delegates who will be best suited to the program you are planning. Please complete this form and return it **as soon as possible** to your grantee organization, which will forward it to the staff at the Center.

### **SECTION I: Host Information**

<b>Host Organization Name:</b>		<b>Primary Contact Name:</b>	
<b>Address (Cannot be a PO Box):</b>		<b>City:</b>	<b>State:</b>
			<b>Zip (9 digit):</b>
<b>Tel.:</b>	<b>Mobile:</b>	<b>Email:</b>	
<b>Grantee Organization:</b>	<b>Congressional District:</b>	<b>Are you providing nominations (Y/N?):*</b>	
<b>Preferred Local Airport:</b>			

### **SECTION II: Program Information**

<b>Hosting Date:</b>	<b>Theme/Subtheme:</b>
<b>Preferred Home Region(s) of Delegates (if applicable):</b>	<b>Preferred Type of Delegates:</b>
<b>Please provide a description of the proposed program:</b>	
<b>Please provide a list of at least 4 meetings/activities that will be part of the program, including for each one the name and/or organization to be visited and the purpose of the meeting:</b>	

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\* Grantees/Local Host Organizations that have been approved by the Congressional Office for International Leadership to provide nominations will be asked to complete a Grantee Nominator Form to provide additional information on the nominated delegation, the proposed program, and anticipated results. This form will be given to members of the selection committee to use in determining finalists for participation in the Open World program.